*The eCon Planning Suite:*

# A Desk Guide for Using IDIS to Prepare the Consolidated Plan, Annual Action Plan, and CAPER/PER

COMMUNITY PLANNING & DEVELOPMENT

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# OVERVIEW

State and local governments receive annual block grants for community development and affordable housing from the U.S. Department of Housing and Urban Development (HUD). These grants include the Community Development Block Grant (CDBG), the HOME Investment Partnerships Program (HOME), the Emergency Solutions Grant (ESG), and the Housing Opportunities for Persons with AIDS Grant (HOPWA). A key feature of these grants is the grantee's ability to choose how the funds will be used. For each program, HUD describes a broad range of eligible activities. The state or local governments determine which of the eligible activities will best serve the needs of their community. In order to determine the most pressing needs and develop effective, place-based market-driven strategies to meet those needs, HUD requires grantees to develop a Consolidated Plan.

When developing a Consolidated Plan, a grantee must first analyze the needs within its jurisdiction and then propose strategies to meet those needs. The Consolidated Plan is designed to help grantees with this process. First, the needs assessment and market analysis outline levels of relative need in the areas of affordable housing, homelessness, special needs, and community development. This information is gathered through a number of methods, including consultation with local agencies, public outreach, a review of demographic and economic data sets, and a housing market analysis. Once finished, the needs assessment portion of the Consolidated Plan forms the basis of the Strategic Plan. The Strategic Plan details how the grantee will address its ***priority needs***. The strategies must reflect the current condition of the market, expected availability of funds, and local capacity to administer the plan.

In May 2012, HUD's Office of Community Planning and Development (CPD) introduced the eCon Planning Suite, a collection of new online tools to help grantees create market-driven, leveraged housing and community development plans.  These tools are designed to help grantees with the needs analysis and strategic decision making required for the Consolidated Plan.

One of these tools, the Consolidated Plan Template will be required for all Consolidated Plans submitted on or after November 15, 2012. Grantees that are scheduled to submit a Consolidated Plan to HUD after this date will use the template for both the Consolidated Plan and the Year 1 Action Plan.

The Consolidated Plan Template provides a number of benefits to grantees, including:

- The Consolidated Plan Template provides a uniform, web-based format to help grantees ensure their Consolidated Plan includes all the required elements per the regulations. The template also includes a Quality Check that grantees can use to review the plan for missing information and discrepancies before submitting the final version to HUD.

- With the incorporation of the Consolidated Plan and Annual Action Plan into IDIS Online, all of the key reporting elements of the grants management cycle are integrated into one system. This will help ensure cohesiveness between the goals described in the Consolidated Plan and Action Plan and the outcomes tracked in IDIS and reported in the Consolidated Annual Performance and Evaluation Report (CAPER) and make the Consolidated Plan a useful management tool.

- Many of the data tables within the Consolidated Plan Template are pre-populated with the latest housing and economic data. The data is provided to help grantees develop their funding priorities in the Strategic Plan and to save time in searching for and compiling the data.

- The Consolidated Plan Template is integrated with the CPD Maps tool. The maps and data sets available in CPD Maps can help grantees assess market conditions and present the information in a compelling fashion. The CPD Maps tool is publicly available so that community stakeholders will also have access to the same data sets. The Consolidated Plan Template allows grantees to easily insert maps and data tables from CPD Maps throughout the document.

This manual provides instruction on how to use the Consolidated Plan Template in IDIS Online. The manual includes the following sections:

- Section I: Features of the System—describes the features of the Consolidated Plan Template and their benefits.
    - Integration into IDIS Online
    - New Format
    - Quality Check
    - Regional Strategic Plan Option
- Section II: Consolidated Planning Process—describes how the Consolidated Plan Template will be integrated into the grants management and planning cycle.
    - Determining Needs
    - Setting Priorities
    - Determining Financial and Institutional Resources
    - Setting Goals
    - Administering the Programs
    - Evaluating Performance
    - Summary
- Section III: The Consolidated Plan Template
    - Overview of Adding and Submitting a Plan
    - Adding a Consolidated Plan
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    - Reviewing and Submitting the Plan
- Section IV: The Action Plan Template
    - Adding an Annual Action Plan
    - Editing an Annual Action Plan
    - Reviewing and Submitting the Plan
- Section V: The CAPER Template
    - Adding a CAPER
    - CAPER screens

- Submitting a CAPER

# SECTION I: FEATURES OF THE TEMPLATE

In this section:

- Integration into IDIS Online
- New Format
- Data Tables
- Quality Check
- Regional Strategic Plan Option

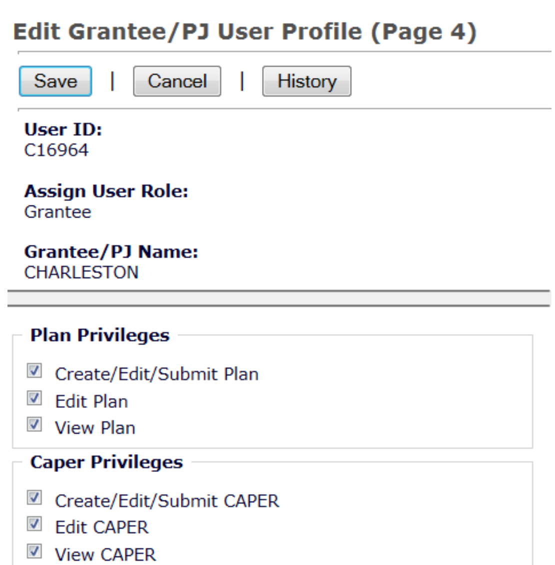
## INTEGRATION INTO IDIS ONLINE

With the incorporation of the Consolidated Plan, Annual Action Plan, and CAPER into IDIS Online, all of the key reporting elements of the grants are integrated into one system. This will help ensure cohesiveness between the goals described in the Consolidated Plan and Action Plan and the outcomes tracked in IDIS and reported in the Consolidated Annual Performance and Evaluation Report (CAPER). The reports in IDIS Online can be run throughout the program year to monitor progress and performance against the goals established in the Consolidated Plan and Annual Action Plan.

To access IDIS Online, a grantee must have an active IDIS Online User ID. To add new users, grantees should follow the instructions on the IDIS Log On page:

<u>http://www.hud.gov/offices/cpd/systems/idis/idis.cfm</u>

Before a grantee user can add or edit a Consolidated Plan or Action Plan, the local IDIS Administrator for the grantee must edit the user's profile to provide that functionality. The screenshot below shows a user profile granted Consolidated Plan and Action Plan rights under Plan Privileges.


Edit Grantee/PJ User Profile (Page 4)

Save | Cancel | History

**User ID:**
C16964

**Assign User Role:**
Grantee

**Grantee/PJ Name:**
CHARLESTON

**Plan Privileges**
- [x] Create/Edit/Submit Plan
- [x] Edit Plan
- [x] View Plan

**Caper Privileges**
- [x] Create/Edit/Submit CAPER
- [x] Edit CAPER
- [x] View CAPER

## NEW FORMAT

Prior to the Consolidated Plan Template, HUD did not require a specific format for the Consolidated Plan other than the required tables. The regulations indicate that a complete plan consists of information submitted in accordance with instructions prescribed by HUD or in such other format as jointly agreed upon by HUD and the jurisdiction.

The Consolidated Plan Template in IDIS Online provides a uniform and flexible template that helps ensure the Consolidated Plan is complete per the regulations found in 24 CFR Part 91. The template is divided into seven sections:

1. Setup
2. Executive Summary
3. The Process
4. Needs Assessment
5. Housing Market Analysis
6. Strategic Plan
7. First-Year Action Plan

Each screen in the template includes a combination of data tables and narrative sections that set a baseline for HUD's expectations for the amount of information required. Grantees have the option of adding additional content, in the form of maps, pictures, text boxes, and tables, to support the baseline information. This allows grantees to customize the plan and add elements to tell a more compelling story.

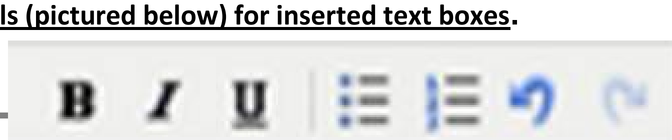
## NARRATIVE FIELDS

As you fill the text box with narrative, you will see a vertical scroll bar appear on the right. Screens expand dynamically as you enter data. To input additional narrative, add another text box. When developing the plan, grantees may choose to download the template as a Microsoft Word document, draft the narrative in Microsoft Word, and then copy and paste the text back into the IDIS Online template.

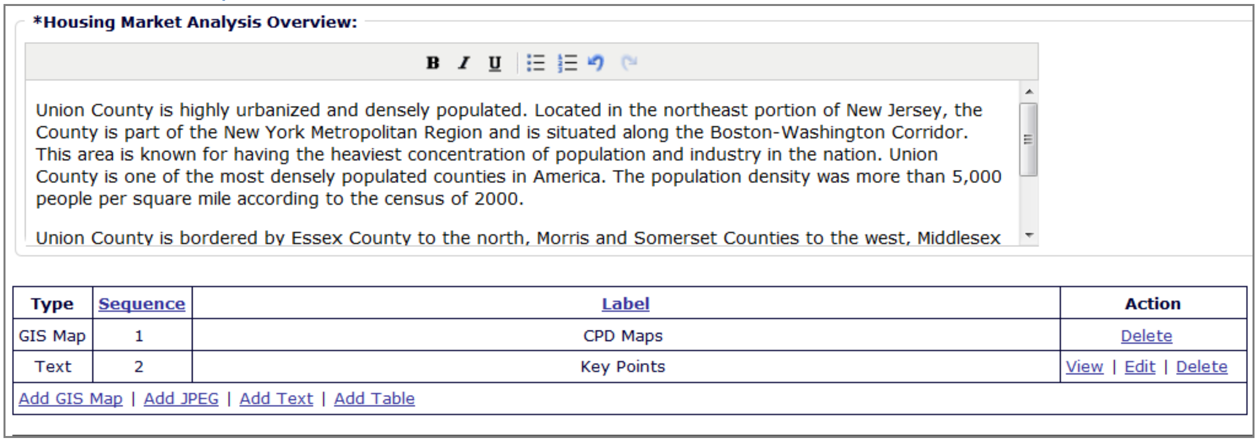
Formatting options for the narrative fields include bold, italics, underline, bullet point lists, and numbered lists. The limit on the amount of text is 4,000 characters per field.

**PLEASE NOTE: For this version of the Consolidated Plan template in IDIS (IDIS Release 11.3), formatting options for inserted text boxes appear correctly within IDIS Online but do not appear correctly in the printed version of the report. Formatting appears correctly in printed reports for regular narrative text boxes throughout the template.**

**This will be corrected in the next version. Until this corrected, it is recommended that grantees do not use the formatting tools (pictured below) for inserted text boxes.**



## Narrative Example


*Housing Market Analysis Overview:

Union County is highly urbanized and densely populated. Located in the northeast portion of New Jersey, the County is part of the New York Metropolitan Region and is situated along the Boston-Washington Corridor. This area is known for having the heaviest concentration of population and industry in the nation. Union County is one of the most densely populated counties in America. The population density was more than 5,000 people per square mile according to the census of 2000.

Union County is bordered by Essex County to the north, Morris and Somerset Counties to the west, Middlesex

| Type | Sequence | Label | Action |
|---|---|---|---|
| GIS Map | 1 | CPD Maps | Delete |
| Text | 2 | Key Points | View \| Edit \| Delete |

Add GIS Map | Add JPEG | Add Text | Add Table

# DATA TABLES

When a grantee adds a new Consolidated Plan to the system, the system will automatically populate most of the tables with default data from the U.S. Census and other sources. Grantees are not required to use the default data sets provided by the system. Grantees have the option of replacing or complementing the provided data by specifying an alternative source (see pages 29 and 30).

The data tables in the Consolidated Plan Template are designed to help grantees analyze and compare the levels of need in their communities. The default data provides several different cross-sections of the levels of need at different income levels in the grantee’s community, including:

- Number and Types of Households
- Types and Severity of Housing Problems
- Disproportionately Greater Need by Race and Ethnicity

The default data is based on the geographic boundaries of the grantee’s jurisdiction. The CPD Maps tool provides several of the same data sets at multiple geographic levels. This allows grantees to compare the data based on geographic area. For example, a grantee may want to know how the vacancy rate in one neighborhood compares to that of the jurisdiction overall. CPD Maps makes these types of comparisons straightforward.

Grantees can use the default data set or replace it with an alternative source. If an alternative source is specified, the user will be asked to identify the source. The user also has the option of providing notes.

**Demographics**

| | Base Year: 2000 | Most Recent Year: 2009 | %Change |
|---|---|---|---|
| Population | 347568 | 344312 | -1 |
| Households | 130106 | 124383 | -4 |
| Median Income | 66791 | 0 | -100 |

| | Displayed | Used in Report | | |
|---|---|---|---|---|
| Data Source: | Default Data | | ACS Data | |
| | Alternate Data | | Notes: | Delete Data Set |

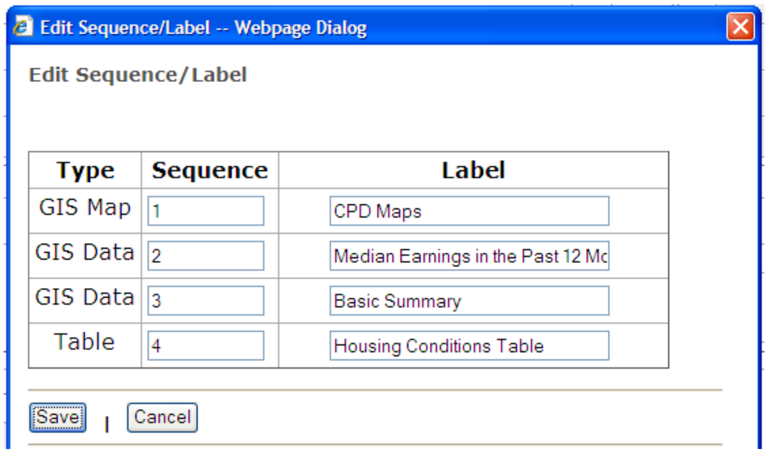
Add GIS Map | Add GIS Data | Add JPEG | Add Text | Add Table

## ADDITIONAL CONTENT

Grantees have the option of adding additional content, in the form of maps, pictures, text boxes, and tables, to support the baseline information. This allows grantees to customize the plan and add elements to tell a more compelling story. At the bottom of the narrative sections and the data tables, the system will list options to include additional content.

| Type | Sequence | Label | Action |
|---|---|---|---|
| Text | 1 | Target Area #1: Union Heights | View \| Edit \| Delete |
| Table | 2 | Comparison of City to County | View \| Edit \| Delete |
| GIS Map | 3 | CPD Maps | View \| Delete |
| Add GIS Map \| Add GIS Data \| Add JPEG \| Add Text \| Add Table | | | |

Grantees can add multiple elements to each section. Once a new element is added, users can use the links in the Action column to view, edit, or delete each element. Users can click on the <Sequence> or <Label> link to edit the sequence order and the label of each element.




## ADD GIS MAP

The Consolidated Plan template has the ability to pull in maps from the CPD Maps tool. If grantees use their own GIS mapping tool to create maps, these maps can be added to the plan using the Add Image feature described in the next section. While not required, maps are an effective method of communicating geographic data. Maps can easily communicate the boundaries of target areas and areas of geographic priority where narrative cannot. Maps are also effective at satisfying the Consolidated Plan requirements to describe areas of low-income concentration and areas of minority concentration.

Take the following steps to add a map to the template:

1. Click on the <Add GIS Map> link. A new browser window will open to display the GIS mapping tool. The tool should open to display the grantee's boundaries.
2. Use the Guide Me Wizard or Map Selection tools to create a map that you want to include.
3. To send the map back to IDIS Online, click on the Print widget:
    a. Provide a Title for the map. The title will appear as the caption for the map in the printed version of the plan.
    b. Click on the <Export to IDIS> button.
4. Back in IDIS, click the <Save> or the <Save and Return> button to save the changes. The map will now be listed under the selected section of the plan. To view the map, click on the <View> link.

## ADD GIS DATA

The Consolidated Plan template has the ability to pull in data from the CPD Maps tool. Many of the data sets in CPD Maps align with the data table within the Consolidated Plan template. This feature is helpful to highlight differences in need between two geographies, such as the grantee's jurisdiction and the county or a group of census tracts within a target area and the jurisdiction as a whole.

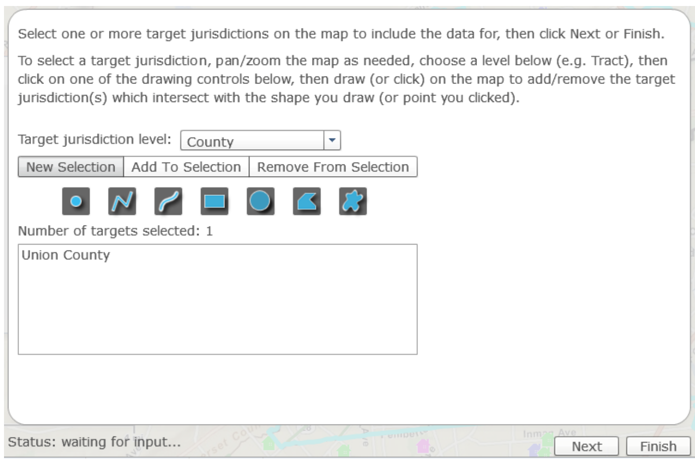
To add a GIS data table to the template, take the following steps:

1. Click on the <Add GIS Data> link. A pop-up menu will list the types of data available for import.

2. Click on one of the links provided. A new browser window will open to display the GIS mapping tool. The tool should open to display the grantee's boundaries.

3. Click the Reports widget to open it.

4. Select one or more target geographies and click <Next>.




5. Select a reference data set (optional) and click <Next>.

6. Select the types of information you want to include in the data set and click <Next>.

7. Provide a Title and Subtitle for the data set. The Title will be used as the caption for the data set in the printed version of the report.

8. Click on the <Export to IDIS> button.

9. Back in IDIS, click the <Save> or <Save and Return> button to save the changes. The map will now be listed under the selected section of the plan. To view the map, click on the <View> link.

## ADD .JPEG (IMAGES)

The Add Image feature can be used to add .JPEG formatted images, including photos, charts, maps, and graphs. Photos can be used to highlight past projects and current conditions of target properties and areas. For example, grantees can include before and after pictures of housing or commercial rehabilitation projects. If a grantee uses its own mapping software, this feature can be used to import maps as an image. The Add Image feature can also be used to add charts and graphs to visually convey the information in the data tables. For each image, the grantee can provide a caption to identify and describe the image. The caption will be included in the printed report, centered and in boldface above the image.

To add a chart or graph from Excel:

1. Use Print Screen.
2. Crop the picture using Paint or another image-editing software.
3. Save the picture as a .jpeg file.

To add a chart, graph, or slide from PowerPoint:

1. Navigate to the slide you want to make into a picture.
2. Go to File-Save As and select .jpeg.

### ADD TEXT

In the printed version of the template, the text entered in the narrative field will always appear at the beginning of each section, followed by the additional content provided by the grantee. The Add Text feature allows the user to add a text box after a map or data table as opposed to putting all of the narrative in the beginning.

### ADD TABLE

The Add Data Table feature allows the grantee to add a custom data table to the report. This feature is useful if the grantee wants to provide supplemental tables to the existing, pre-formatted tables.

To add a data table, take the following steps:

1. Click on the <Add Table> link.
2. Select the number of rows and columns.
3. Users can include row and column labels.
4. Users must provide a caption to identify the table. The caption will be included in the printed report, centered, and in boldface type above the table.

## QUALITY CHECK

The template includes a Quality Check that grantees can use to review the plan for missing information and discrepancies before submitting the final version to HUD. The check will generate a list of possible errors and warnings that could potentially cause the local HUD field office to not accept the plan submission. For example, if any of the narrative fields on the Executive Summary screen are left blank, the Quality Check will issue a warning.

## REGIONAL STRATEGIC PLAN OPTION

The new template allows contiguous grantees to join efforts to create a regional Strategic Plan. This option allows multiple grantees to submit one Needs Assessment, Market Analysis, and Strategic Plan to

HUD. Once a group of grantees decide to pursue a Regional Strategic Plan, one of the grantees must be designated as the lead grantee.

For a Regional Strategic Plan, participating grantee users can edit the plan with the same privileges as users from the lead grantee. However, only the lead grantee may submit the plan to the HUD Field Office for approval. Each grantee participating in the Regional Strategic Plan is still responsible for developing its own individual Annual Action Plan.

# SECTION II: THE CONSOLIDATED PLANNING PROCESS

The Consolidated Plan is part of a larger grants management and planning process that can be divided into six phases[1]: (1) determining needs, (2) setting priorities, (3) determining resources, (4) setting goals, (5) administering the programs, and (6) evaluating performance. The Consolidated Plan incorporates the first four phases. The fifth phase, administering the programs, encompasses all of the actions a grantee undertakes throughout a given program year. The final phase, evaluating performance, is documented in the annual report submitted to HUD, the Consolidated Annual Performance and Evaluation Report (CAPER). The result of each phase serves as the basis for what occurs in the next phase. For example, the needs described in the first phase should govern the determination of priorities in the second phase. The Consolidated Plan should clearly explain the relationships among needs, priorities, resources, goals, and proposed activities.

[1] The six phases described here are only a model of how each task in the grants management cycle relates to one another and is part of a larger, cohesive process. In practice, program managers do not necessarily carry out one phase at a time or at a specific time of the year. Many programs incorporate elements such as program evaluation and program design throughout the entire grants management process.


Incorporated throughout each phase is the element of citizen participation. One of the main objectives of the citizen participation and consultation requirements is to ensure input from a wide range of providers, citizens, advocacy groups, public and private agencies and community leaders into the process of both the development and implementation of the Consolidated Plan. A Consolidated Plan which has received “buy-in” from the community during its formulation is more likely to be successful.

# DETERMINING NEEDS

The first step in the grants management process is to determine the varying needs within the community in the areas of affordable housing, community development, and homelessness. The Consolidated Plan regulations (24 CFR Part 91) explicitly list the requirements of the Needs Assessment and Market Analysis. The regulations also require CDBG grantees to provide a concise summary of the jurisdiction's priority non-housing community development needs.

The Consolidated Plan Template in IDIS Online will help ensure grantees provide the required level of information. The template is also designed to help grantees in their strategic decision making process. In the Strategic Plan, grantees are required to set general priorities for allocating funds among different activities and needs. The Needs Assessment and Market Analysis sections of the template presents information in a way that grantees can make comparisons among types and levels of need to support the decisions they make in the Strategic Plan.

In addition, the Needs Assessment and Market Analysis should form a large basis for determining what types of housing and community development programs the grantee will fund. The Market Analysis should demonstrate that the proposed strategies are feasible and have a high likelihood for success. For example, if the data shows that the market for owner-occupied units is soft with a large amount of unsold inventory, the grantee may want to develop a down payment assistance program that takes advantage of lower market prices. On the other hand, the grantee would not want to fund the new construction of owner-occupied units that run the risk of remaining vacant in a competitive buyer's market.

While citizen participation is incorporated throughout the entire planning process, it can play a key role in the determination of needs. An assessment that includes first-hand information from potential beneficiaries of funded activities can better gauge the level of need at the individual level and can help identify potential obstacles in program implementation. Consultations are valuable at this stage to determine what other organizations are already carrying out. Based on consultations and citizen participation, grantees can choose to supplement and expand upon successful programs and identify programs that are adequately meeting a need.

# SETTING PRIORITIES

The second step in the grants management process is to determine priorities. The level of need in a community will always be greater than the limited resources available to meet the need. Accordingly, the first step of the Strategic Plan is to identify the grantee's **priority needs**. Priority needs are the needs that will be addressed by the goals outlined in the Strategic Plan. This section should make clear the rationale for establishing the allocation priorities. The rationale should flow logically from the analysis in the Needs Assessment and Market Analysis. The housing strategy must indicate how the characteristics of the housing market have influenced grantee decisions to use funds for rental assistance, production of new units, rehabilitation of old units, and the acquisition of existing units.

Before the Consolidated Plan Template, grantees used the HUD-prescribed tables to indicate priorities. For example, Table 2A Priority Housing Needs allowed grantees to indicate priority by tenure, household type, and income level. Table 2B Community Development Needs allowed CDBG grantees to indicate priority among eligible CDBG activities.

In the Consolidated Plan Template, grantees must still set general priorities among different activities and needs, but the format is much less structured than the prescribed tables. Grantees can determine the number of priority needs to add. For each priority need, they can indicate one or more populations to be served according to income, family type, homeless population, and special need.

Grantees also have the option of setting funding priorities on a geographic basis. This approach recognizes that a neighborhood's economic and social needs are interconnected and places the focus on the neighborhood as a whole. In effect, a place-based priority will require a comprehensive, place-based strategy that will require coordinated action between the grantee and other stakeholders and resources.

## DETERMINING RESOURCES

Before adding the goals in the Consolidated Plan Template, the grantee should complete the Anticipated Resources and Institutional Delivery Structure pages to identify the financial and organizational resources available to address its priority needs. The level of resources available will play a key role in determining strategies and goals. Grantees should consider all resources within the jurisdiction's control that can be reasonably expected to be available, including federal, state, and local resources.  Federal resources should include Section 8 funds made available to the jurisdiction, Low-Income Housing Tax Credits, and competitive McKinney-Vento Homeless Assistance Act funds expected to be available to address priority needs and specific objectives identified in the Strategic Plan.

## SETTING GOALS

Once priorities have been established, grantees must develop a set of goals based on the availability of resources, the ability to leverage additional resources, and local organizational capacity.

The goals should specifically address the priority needs outlined in the Strategic Plan. The goals will serve as a management tool to help the grantee track and monitor performance throughout the term of the Consolidated Plan. In order for goals to be effective management tools, they must be well-written. The table below outlines five characteristics that effective goals have in common.

| **Five Characteristics of Effective Goals** | |
|---|---|
| **Specific** | Provide enough detail to establish what the grantee wants to accomplish. Specific goals are more easily measured than vague goals. |
| **Measurable** | Use a numeric goal. For the Consolidated Plan, each goal can include a number of Goal Outcome Indicators. |
| **Action-Oriented** | Explain what actions must be taken in order to achieve the goal. For Action Plan projects, the template includes a section for planned activities. |
| **Realistic** | Understand the limitations of the situation, including those set by available resources, capacity, and political will. |

| | |
|---|---|
| **Time-Bound** | Establish a deadline. For the Consolidated Plan, each goal includes a Start Date and an End Date. |

Much like the priorities, the Consolidated Plan Template provides grantees a great deal of flexibility in establishing goals in that it is up to the grantee to determine the number of goals and how the goals are defined. On the other hand, the template requires the goals set in each Action Plan to parallel the goals designated in the Consolidated Plan.

The Consolidated Plan Template introduces twenty-two Goal Outcome Indicators (GOI) that are based on the performance measurement indicators already in IDIS Online. For each goal, grantees can set a numeric target for one or more of the following Goal Outcome Indicators:

- Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit
- Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit
- Public service activities other than Low/Moderate Income Housing Benefit
- Public service activities for Low/Moderate Income Housing Benefit
- Facade treatment/business building rehabilitation
- Brownfield acres remediated
- Rental units constructed
- Rental units rehabilitated
- Homeowner Housing Added
- Homeowner Housing Rehabilitated
- Direct Financial Assistance to Homebuyers
- Tenant-based rental assistance / Rapid Rehousing
- Homeless Person Overnight Shelter
- Overnight/Emergency Shelter/Transitional Housing Beds added
- Homelessness Prevention
- Jobs created/retained
- Businesses assisted
- Housing for Homeless added
- Housing for People with HIV/AIDS added
- HIV/AIDS Housing Operations
- Buildings Demolished
- Housing Code Enforcement/Foreclosed Property Care

# ADMINISTERING THE PROGRAMS

The fifth phase, program delivery, encompasses all of the actions a grantee undertakes throughout a given program year. Each year, the grantee will describe the initiatives it plans to undertake with the grant funds on the Projects page of the Action Plan. Each project must address at least one goal described in the Consolidated Plan's Strategic Plan. The project information provided in the Annual

Action Plan template will carry forward into the other sections of IDIS Online. Grantees will still be required to add activity-level data into IDIS Online.

Throughout the program year, grantees can use the Reports feature of IDIS Online to monitor and assess progress made toward the goals stated in the Consolidated Plan and Action Plan. Tracking progress throughout the program year can help grantees quickly identify and address issues that if otherwise left alone may lead to difficulty satisfying commitment and expenditure requirements.

# EVALUATING PERFORMANCE

Within 90 days after the end of its program year, a grantee must submit to HUD a Consolidated Annual Performance and Evaluation Report (CAPER). The primary purpose of the CAPER is to report on the accomplishments of the funded activities within the program year and evaluate the grantee's progress in meeting the one-year goals described in the Annual Action Plan and the long-term goals described in the Consolidated Plan. As of May 2012, the CAPER is integrated into IDIS Online. With the Consolidated Plan, Action Plan, IDIS, and CAPER all part of the same system, it will be easier for grantees to compare the goals described in the Consolidated Plan and Action Plan and the outcomes tracked in IDIS and reported in the CAPER.

The CAPER also provides grantees an opportunity to evaluate the effectiveness of their programs. The evaluation should identify programs and projects that performed well and those that experienced issues. This final step in the grants management cycle provides insights and lessons learned that can be used in the next cycle to improve program performance.

# SUMMARY

The six phase model describes how each task in the grants management cycle relates to one another and is part of a larger, cohesive process. Likewise, the sections of the Consolidated Plan should fit together into one cohesive narrative:

- The Needs Assessment and Market Analysis provide an overall picture of the different levels of need in the community and the market in which the funded programs will need to be carried out.
- The rationale for setting priorities in the Strategic Plan should flow logically from the Needs Assessment and Market Analysis.
- The goals in the Consolidated Plan and the Annual Action Plan should clearly describe how the grantee plans to use the resources available to address the priority needs.
- The projects in the Annual Action Plan should be designed to address the goals and priority needs outlined in the Consolidated Plan.

# SECTION III: THE CONSOLIDATED PLAN TEMPLATE

The Consolidated Plan template is designed to collect the information required by the regulations found in 24 CFR Part 91. The template will vary based on the CPD grants received (CDBG, HOME, ESG, and HOPWA) and grantee type (entitlement, state, or consortia). For consortia grantees and grantees who opt to create a Regional Strategic Plan, the template will vary based on the whether the user represents the Lead Grantee or a Participating Grantee.

## CONSORTIA PLANS

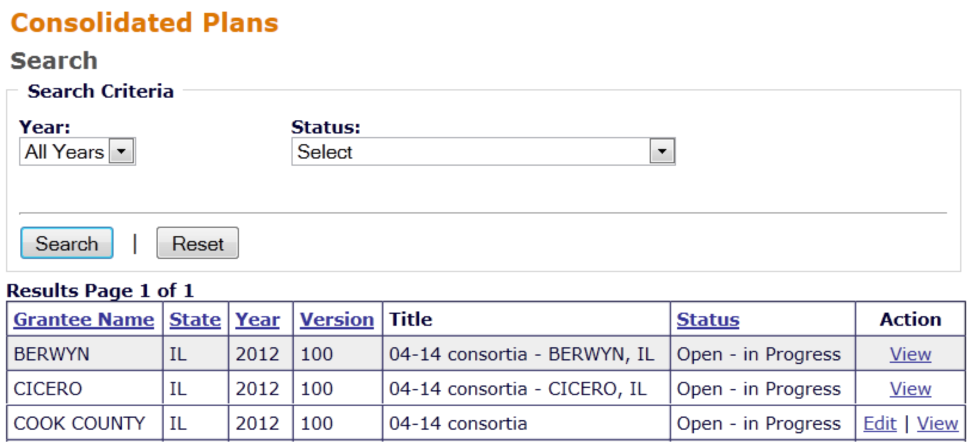
Consortia plans must be added by the Lead Grantee. When adding the plan, the Lead Grantee specifies the other Participating Grantees and the types of programs that they administer. Once the plan is saved, the system will create a template of the plan for the Lead Grantee and an additional template for each Participating Grantee. All of the templates will have the same value in the 'version' field as in the screenshot below. All of the templates will also have the same title, except that the titles for each of the Participating Grantees will be appended with the name of the grantee.

The 'Lead Grantee' version of the plan will collect information for the consortia as a whole, except for the NA-50 Non-Housing Community Development Needs screen[2]. Users for the Lead Grantee and all Participating Grantees can edit the 'Lead Grantee' version of the plan.

The 'Participating Grantee' version of the plan will collect data only for the Participating Grantee. Several screens from the Housing Needs Assessment and Market Analysis do not need to be completed by each Participating Grantee and will not appear on their version of the template. Users for the Lead Grantee have view-only privilege for the 'Participating Grantee' versions.

When the plan is printed, the 'Lead Grantee' version will print first, followed by the sections for each 'Participating Grantee'.

[2] NA-50 screen only needs to be completed by Lead Grantees if they also receive CDBG.




| Grantee Name | State | Year | Version | Title | Status | Action |
|---|---|---|---|---|---|---|
| BERWYN | IL | 2012 | 100 | 04-14 consortia - BERWYN, IL | Open - in Progress | View |
| CICERO | IL | 2012 | 100 | 04-14 consortia - CICERO, IL | Open - in Progress | View |
| COOK COUNTY | IL | 2012 | 100 | 04-14 consortia | Open - in Progress | Edit \| View |

## REGIONAL STRATEGY PLANS

The new template allows contiguous grantees to join efforts to create a regional Strategic Plan. This option allows multiple grantees to submit one Needs Assessment, Market Analysis, and Strategic Plan to HUD. Once a group of grantees decide to pursue a Regional Strategic Plan, one of the grantees must be designated as the 'Lead Grantee'.

Unlike consortia, there is only one version of a 'Regional Plan'. Users for the Lead Grantee and all Participating Grantees can edit the template. However, only the lead grantee may submit the plan to the HUD Field Office for approval. Each grantee participating in the Regional Strategic Plan is still responsible for developing its own individual Annual Action Plan.

# OVERVIEW OF ADDING AND SUBMITTING A PLAN

1. Add the plan to the system by completing the Administration screen (see page 22). Saving the Administration screen saves the Consolidated Plan to the system. The system will insert default data sets into the data entry screens and provide users with Edit privileges to access these screens
2. Add additional data sources, including survey and administrative data (see pages 29 and 30). Grantees can choose to complete this step when completing the Administration screen or as they complete the data entry screens.
3. Complete each of the data entry screens listed in the Consolidated Plan Menu. After saving each screen, the user will be returned to the Consolidated Plan Menu. While screens do not need to be completed in the order in which they are listed, some screens rely on data provided on others. It is recommended that grantees complete the Geographic Priorities, Priority Needs, and Anticipated Resources screens before the Goals screen.
4. Return to the Administration screen to run the Quality Check (see page 25). This feature will provide a summary including the following information:
    a. Fields that were not answered

b. Priorities that have no associated goals

c. Other potential errors and discrepancies for each screen

5. Print a copy for review using the <Download as Word Document> or <Download as PDF Document> buttons at the top of the Consolidated Plan menu screen. Things to review include the:

   a. Accuracy of the information

   b. Order in which information is included

6. From the Administration screen (see page 25), update the status of the plan from “Open in Progress” to “Submitted for Review.” Changes are not allowed when a Consolidated Plan or Action Plan is in a “Submitted for Review” or “Reviewed and Approved” status. Once the user saves the Administration screen with the ”Submitted for Review” status, the following will occur:

   a. Field Office staff designated as the HUD Field Office Acceptor will receive an e-mail.

   b. The Field Office Acceptor will review the submitted plan and approve or reject it. If rejected, the plan’s status will update to “Reviewed and Awaiting Revisions.” If approved, Field Office Acceptor updates to “Reviewed and Approved.”

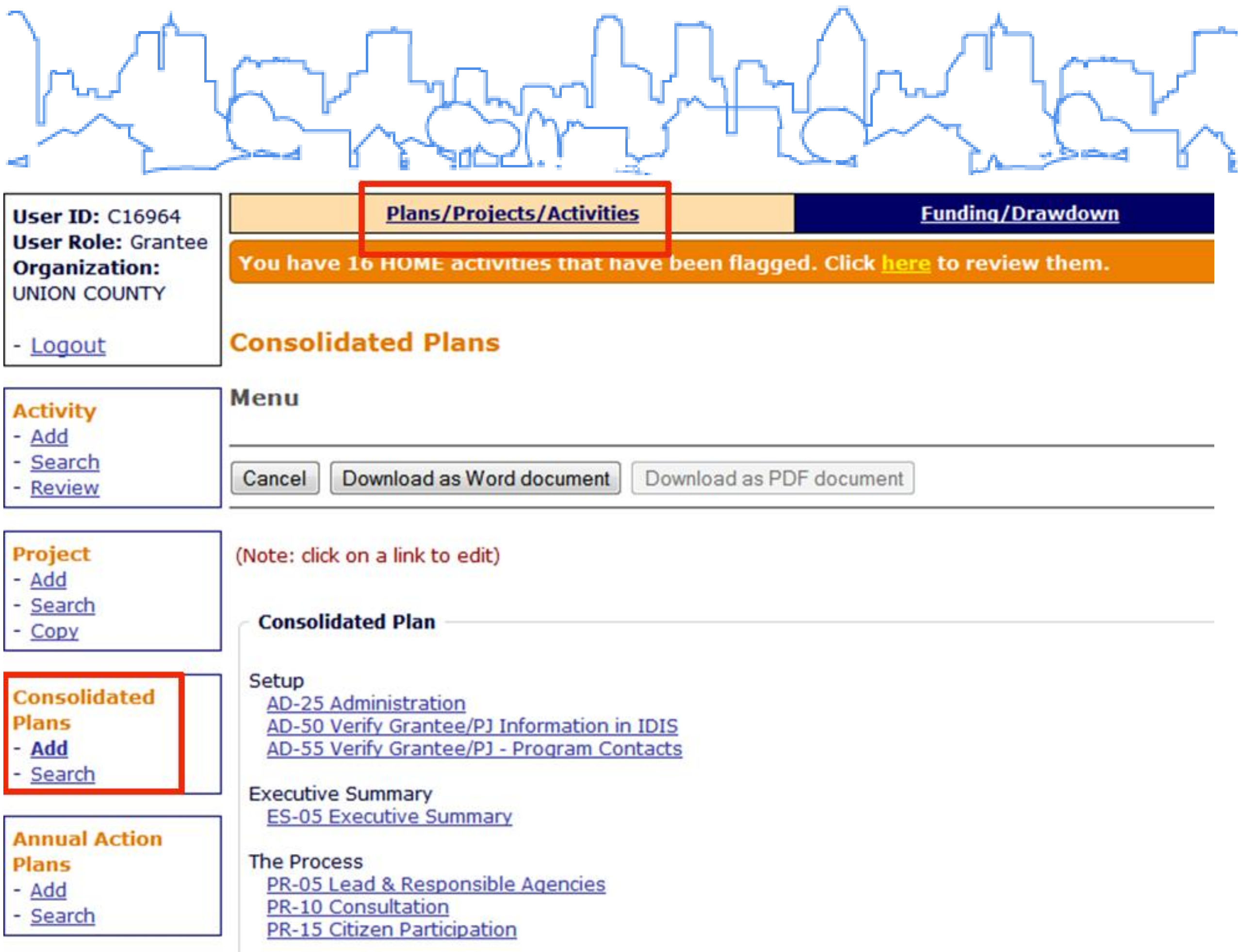
## ADDING A CONSOLIDATED PLAN

To add a new plan to IDIS Online:

1. Click on Plans/Projects/Activities in the Main Menu bar. By default, the system will display the Search Activities screen. On the left side of the screen, the system will display the sub-menus for Activities, Projects, Consolidated Plans, and Action Plans. If the Consolidated Plan and Action Plan menus do not appear, check with your local IDIS administrator to make sure your IDIS user profile has been assigned access for these screens.

2. To add a new 3–5 year Consolidated Plan, click on Add in the Consolidated Plan submenu. This plan template will include both the 3–5 year plan and the Year 1 Action Plan. To add an Action Plan, click on Add in the Action Plan submenu. The system will display the Administration screen.

3. Complete the Administration screen using the information below. Each required field is marked with an asterisk (*). Grantees can leave non-required fields blank and provide this information later. When finished, click on the <Save> button at the bottom of the screen. Once a plan is saved, the status is set to “Open—in Progress” and the grantee will be taken to the Consolidated Plan Menu screen that will list all of the data entry screens.




| **Field**<br>***Indicates required field** | **Description** |
|---|---|
| Strategic Plan<br>Beginning Year*<br>Ending Year* | Enter the first program year of the Consolidated Plan. This should match the Federal fiscal year of the grantee's allocation.<br>Enter the last program year of the Consolidated Plan. This should match the Federal fiscal year of the grantee's allocation. For example, if the grantee's program year is July 1, 2012, through June 30, 2013, the program year is 2012. |
| Title* | Enter a title for the Consolidated Plan. The title will be displayed on the cover and at the top of each page of the printed report. |
| Plan Version* | When a grantee creates a Consolidated Plan, that version must be unique to the grantee for both the Consolidated Plan Beginning Year and, if one exists, the equivalent Action Plan Year. An Action Plan with the same version identifier, using the Consolidated Plan Beginning Year as the Action Plan Year, is automatically created for a grantee when a grantee creates a Consolidated Plan.<br>The displayed Consolidated Plan or Action Plan version field, like the grantee and Plan Beginning Year, cannot be edited after initially filled in as part of the "add new Consolidated Plan or Action Plan" process. |

| | |
|---|---|
| If Amendment | Only a grantee user can identify the type of plan amendment (n/a, Substantial, Minor) being made. The default is n/a. When an amendment is indicated, the system will provide a dialog box with the definition of a substantial amendment and will indicate that substantial amendments require citizen participation and HUD approval. |
| Programs Included* | The system will place a check next to each program (CDBG, HOME, ESG, HOPWA) the jurisdiction receives. The user may change the default selection. At least one selection must be indicated.<br>The Quality Check will provide a warning if the programs selected do not match the grantee's allocations in IDIS. |
| Consolidated Plan Is for: | Select the type of plan:<br>• Grantee<br>• Consortia<br>• Regional<br>State grantees will choose Grantee. If Consortia or Regional is selected, the user will see a <Add A Participating Grantee> button to specify the other grantees participating in the plan. Once a second grantee is added, the screen will display a table listing the plan's participating grantees. For consortia plans, the user must also specify the CPD grants that each participating grantee will administer. |
| Add a Data Source | Grantees can add new Survey Instruments and Administrative Record Systems as alternative data sources to the default data sets provided by the system. Any data source added on this screen will be available as an alternative source for the data tables in the Needs Assessment and Market Analysis sections.<br>Alternative data sources can include an assortment of sources, from neighborhood surveys to national studies. Common alternative sources of local data may include the homeless count, code violation records, and surveys of local government agencies and service providers.<br>Because some tables will not be populated with data provided by HUD, the Quality Check will provide a warning if the grantee does not identify any additional data sources. |
| Select Public Housing Agency | Click the <Select Public Housing Agency> button. The system will display a search screen. Search for the public housing agencies operating within the grantee's jurisdiction by agency name, code, or by simply click Search. In the results, click the checkbox next to each public housing agency that operates within the grantee's jurisdiction and click the <Select> button. |

# EDITING A CONSOLIDATED PLAN

To edit an existing Consolidated Plan in IDIS Online:

1. Click on Plans/Projects/Activities in the Main Menu bar. By default, the system will display the Search Activities screen. On the left side of the screen, the system will display the sub-menus for Activities, Projects, Consolidated Plans, and Action Plans. If the Consolidated Plan and Action Plan menus do not appear, check with your local IDIS administrator to make sure your IDIS user profile has been assigned access for these screens.
2. Click on Search in the Consolidated Plan submenu. The system will display a search screen. Provide some search parameters in the Year and Status fields and click <Search>.
3. Once the system displays the list of plans, click on <Edit> link for the plan you want to edit. The system will display a menu of links for all of the data entry screens for the plan selected.

# SETUP

## AD-25 Administration

### OVERVIEW

This is the same screen that was used to initially add the plan. Some of the information provided when first adding the plan is now read-only and cannot be edited. Once the plan is completed and is ready for submission to HUD, grantees will return to this screen to add attachments, run the Quality Check, and update the Status of the plan to ‘Submitted for Review’.

### DATA ENTRY

Below is a summary of the sections of the screens that will appear on the Administration screen once the Consolidated Plan has been saved to the system.

| **Field**<br>***Indicates required field** | **Description** |
|---|---|
| Attachments (optional) | |
| Cover Page Image | Use the <Browse to Attach> link to add an image, such as the grantee’s logo, to the cover page. Only one image may be loaded. Images are limited to 1 MB in size and .jpg format. Users also can view and delete images previously loaded. (Optional) |
| Report Header Icon | Use the <Browse to Attach> link to add an image, such as the grantee’s logo, to appear at the top of each page of the printed report. Only one image may be loaded. Images are limited to 250 KB in .jpg format. Grantees can view and delete images previously loaded. (Optional) |
| Page Header | Use the <Browse to Attach> link to add an image, such as the grantee’s logo, to appear at the top of each page of the printed report. Only one image may be loaded. Images are limited to 250 KB in .jpg format. Grantees can view and delete images previously loaded. (Optional) |
| Attachments | |
| Citizen Participation Comments | Grantees are also asked to summarize citizen comments as part of the Executive Summary. This feature allows grantees to include additional narrative beyond the limited space in the Executive Summary.<br>Use the <Browse to Attach> link to add a file that summarizes citizen comments on the plan. The file you attach should provide a summary of citizen comments or views received on the plan and explain any comments not accepted and why they were not accepted. If no comments were |

| | |
|---|---|
| | received, the file should state: “No comments received.”<br>Only one file may be loaded. Files are limited to 5 MB in .jpg format. Grantees also can view and delete files previously loaded. |
| Grantee’s Unique Appendices | Use the <Browse to Attach> link to add a file that the grantee wants to include as an appendix to the plan. Only one file may be loaded. Files are limited to 5 MB in .jpg format. Grantees can view and delete files previously loaded. (Optional) |
| Grantee SF-424s and Certifications | Signed copies of the SF-424s and certifications are a required part of Consolidated Plan and Action Plan submissions.<br>Use the <Browse to Attach> link to add a file that contains scanned copies of these documents. |
| Quality Check | Click the <Quality Check> link to receive a summary including the following information:<br>• Any blank data entry fields<br>• Priority needs that do not have corresponding goals<br>Any grantee user can run the Quality Check. HUD staff can run the Quality Check if the plan has a status of “Submitted for Review” or “Reviewed and Approved.” |
| Status | Options include:<br>• Open – in Progress<br>• Open – in Progress/FO Review<br>• Submitted for Review<br>• Reviewed and Awaiting Modifications<br>• Reviewed and Approved |

# AD-50 Verify Grantee/PJ Information in IDIS

## OVERVIEW

A jurisdiction can use this page at any time to notify their local HUD office of an address change. It does not have to wait until the submission of a plan. Click the <Submit changes to HUD FO> button to send an e-mail to the assigned Field Office CPD Representative and to the Field Office CPD director notifying them of the update. This process is independent of the Consolidated Plan or Action Plan submission and approval.

## DATA ENTRY

| **Field**<br>***Indicates required field** | **Description** |
|---|---|
| Lead Agency | Read-only field |
| Year | For Consolidated Plans, this field defaults to the Beginning Year of the Consolidated Plan entered on the Administration screen. |
| Start Date | This field will default to the start date of the current program year. |
| End Date | This field will default to the end date of the current program year. |
| Address Information*<br>City*<br>State/Territory*<br>ZIP Code* | Provide the updated address for the grantee. If the Consolidated Plan is a regional plan, provide the address for the lead grantee. |

# AD-55 Verify Grantee/PJ—Program Contacts

## OVERVIEW

The Verify Grantee/PJ – Program Contacts Page collects contact information for the lead agency and for each funded program. This information will carry forward from year to year. Jurisdictions can use this page to notify their local HUD office of changes to its contact information at any time by clicking the <Submit Changes to HUD FO> button. The button sends an e-mail to the assigned Field Office CPD Representative and to the Field Office CPD director. This process is independent of the Consolidated Plan or Action Plan submission and approval.

Program-specific (CDBG, HOME, ESG, HOPWA) primary and secondary contact fields are displayed for each program selected on the Administration screen. The Quality Check will provide a warning if the grantee does not provide contact information for a program included in the plan.

## DATA ENTRY

| **Field**<br>***Indicates required field** | **Description** |
|---|---|
| Primary Contact | |
| First Name*<br>Middle Initial<br>Last Name*<br>Title<br>E-mail Address*<br>Address Information<br>Telephone | Provide contact information for primary point of contact. |
| For each of the four CPD programs, provide the following contact information, if applicable: | |
| Select Organization | Select the organization administering the program. |
| Agency/Department | Enter the organization agency or department administering the program. |
| First Contact Information | Identify the primary point of contact. |
| Second Contact Information | Identify the secondary point of contact. |

# AD-35 Grantee Survey Data Documentation

## OVERVIEW

The Grantee Survey Data Documentation page is used to collect details regarding a survey that the grantee will include as an alternative data source for the plan. This page is accessed by clicking the <Add Survey Data Source> button on the Administration screen or by clicking on the <Alternate Data> button on any data table and then clicking the <Add Survey Data Source> button.

Grantees can include informal surveys such as neighborhood surveys as well as formal local studies that use accepted social science methods to develop unbiased estimates with a suitable degree of statistical precision. Each data source added will be available as an alternative source for the data tables in the Needs Assessment or Market Analysis sections. The Quality Check will provide a warning if the grantee leaves any of the fields blank.

## DATA ENTRY

| **Field**<br>***Indicates required field** | **Description** |
|---|---|
| Sort Number | The Sort Number indicates where the data source will appear in the list of data sources. This field is read-only. |
| Name of the Survey Data Set* | Provide the name of the survey data set. |
| List the name of the organization or individual who originated the data set. | Provide the name of the organization or individual who created the original data set. |
| Provide a brief summary of the data set. | Write a brief summary of the data set. |
| What was the purpose for developing this data set? | Explain (briefly) why the data set was developed. |
| Provide the year (and optionally month, or month and day) the data was collected. | Enter the year (and optionally month, or month and day) the data was collected. |
| Briefly describe the methodology for the data collection. | Provide brief narrative summary describing the methodology used to collect the data. |
| Describe the total population from which the sample was taken. | Provide a brief narrative summary describing the total population from which the sample was taken. |
| Describe the demographics of the respondents or characteristics of the unit of measure, and the number of respondents or units surveyed. | Provide a brief narrative summary describing the demographics of the respondents or characteristics of the unit of measure, and the number of respondents or units surveyed. |

# AD-40 Grantee Administrative Data Documentation

## OVERVIEW

The Grantee Administrative Data Documentation page is used to collect details regarding an administrative data or record system that the grantee will include as an alternative data source for the plan. This page is accessed by clicking the <Add Administrative Data Source> button on the Administration screen or by clicking on the <Alternate Data> button on any data table and then clicking the <Add Administrative Data Source> button.

Administrative data and record systems include sources such as local records from permit systems and code enforcement records as well as state and national records such as Home Mortgage Disclosure Act (HMDA) data and state unemployment data. Each data source added will be available as an alternative source for the data tables in the Needs Assessment or Market Analysis sections. The Quality Check will provide a warning if the grantee leaves any of the fields blank.

## DATA ENTRY

| **Field**<br>***Indicates required field** | **Description** |
|---|---|
| Sort Number | The Sort Number indicates where the data source will appear in the list of data sources. This field is read-only. |
| Name of the Administrative Data Set* | Provide the name of the data set. |
| List the name of the organization or individual who originated the data set. | Provide the name of the organization or individual who created the original the administrative data set. |
| Provide a brief summary of the data set. | Write a brief summary of the administrative data set. |
| What was the purpose for developing this data set? | Explain (briefly) why the administrative data set was developed. |
| How comprehensive is the coverage of this administrative data? Is data collection concentrated in one geographic area or among a certain population? | Describe what the administrative data cover by defining the geographic area or population. |
| What time period (provide the year, and optionally month, or month and day) is covered by this data set? | Enter the year (and optionally month, or month and day) the administrative data was collected. |
| What is the status of the data set (complete, in progress, or planned)? | Verify whether the administrative data set is complete, in progress, or planned. |

# EXECUTIVE SUMMARY

## ES-05 Executive Summary

Regulation Citation(s): 24 CFR 91.200(c), 91.220(b), 91.300(c), 91.320(b)

### OVERVIEW

The Executive Summary serves as an introduction and summarizes the key points of the plan. It should be written so that readers will understand it without reading the rest of the plan. For the Consolidated Plan, a good Executive Summary will describe the process of developing the plan, the key findings of the Needs Assessment as the basis for the priorities selected, and how the proposed goals and objectives will address those priorities. Because the summary pulls highlights from all of the other sections of the plan, grantees should consider writing the Executive Summary last.

The Executive Summary includes the following seven narratives. The Quality Check will provide a warning if any field is left blank.

1. Introduction
2. Summary of Objectives and Outcomes
3. Evaluation of Past Performance
4. Summary of the Citizen Participation and Consultation Process
5. Summary of Public Comments
6. Summary of Comments Not Accepted
7. Summary

### DATA ENTRY

There is only one Executive Summary for a Consolidated Plan submission covering both the Consolidated Plan and the first year Action Plan. Consequently, the Executive Summary fields/functionality is the same for the Consolidated Plan and Action Plan.

| **Field**<br>***Indicates required field** | **Description** |
|---|---|
| Introduction | Use the Introduction to explain the purpose of the Consolidated Plan and Action Plan. |
| Summarize the objectives and outcomes identified in the Plan. | Use this field to list the programs and goals by the three objectives and three outcomes of the CPD Performance Measurement Framework. The three objectives are (1) Decent, Affordable Housing, (2) Suitable Living Environment, and (3) Economic Opportunities. The three outcomes are (1) Availability/Accessibility, (2) Affordability, and (3) Sustainability. |

| | |
|---|---|
| Evaluation of Past Performance | This is an evaluation of past performance that helped lead the grantee to choose its goals or projects. Evaluation of past performance provides a context for the current plan and serves as a basis for current objectives and outcomes. |
| Summary of Citizen Participation Process and Consultation Process | This is a summary from the Citizen Participation and Consultation sections of the plan. |
| Summary of Public Comments | Use this field to provide a brief narrative summary of public comments received. If you need more space, use the features on the Administration screen to attach a separate document containing the comments. |
| Summary of Comments or Views Not Accepted and Reasons for Not Accepting Them | Use this field to summarize comments and views not accepted. If you need additional space, use the features on the Administration screen to attach a separate document containing the comments. |
| Summary | Use this field to summarize and re-state the key points of the Executive Summary. |

## THE PROCESS

The Consolidated Plan regulations require that the grantee identify the lead agencies responsible for the development of the plan and the administration of the grants. The regulations also require that the grantee consult with local agencies and conduct outreach to encourage citizen participation during the development of the plan. This section collects information regarding the grantee's consultation and citizen participation efforts.

The screens that compose the Process section include:

- Lead and Responsible Agencies
- Consultation
- Citizen Participation

## PR-05 Lead and Responsible Agencies

Regulation Citation(s): 24 CFR 91.200(b), 91.300(b)

### OVERVIEW

The jurisdiction must identify the lead agency or entity for overseeing the development of the Consolidated Plan and the major public and private agencies that administer programs covered by the plan. The Quality Check will provide a warning if the Consolidated Plan Public Contact is left blank.

### DATA ENTRY: NARRATIVE

| **Field**<br>***Indicates required field** | **Description** |
|---|---|
| Lead and Responsible Agencies | This read-only field displays the lead and responsible agencies provided on the Verify Grantee/PJ Program Contacts page. |
| Narrative(optional) | Grantees are given the opportunity to provide a narrative (optional). |
| Consolidated Plan Public Contact Information | Provide contact information for the grantee staff person assigned to receive inquiries/comments from the public and other stakeholders regarding the Consolidated Plan. |

## PR-10 Consultation

Regulation Citation: 24 CFR 91.100, 91.110, 91.200(b), 91.215(l), 91.300(b), 91.315(l)

### OVERVIEW

The consolidated planning process requires jurisdictions to reach out to and consult with other public and private agencies when developing the plan. The plan itself must include a summary of the consultation process, including identification of the agencies that participated in the process. Jurisdictions also are required to summarize their efforts to enhance coordination between public and private agencies.

24 CFR 91.100 requires the following consultations for local governments:

- Public and private agencies that provide health services and social and fair housing services, including those focusing on services to children, elderly persons, persons with disabilities, persons with HIV/AIDS and their families, and homeless persons;
- State or local health and child welfare agencies in regard to the portion of its consolidated plan concerning lead-based paint hazards;
- Adjacent governments regarding priority non-housing community development needs and local government agencies with metropolitan-wide planning responsibilities regarding problems and solutions that go beyond a single jurisdiction (e.g., transportation);
- For HOPWA grantees, consult broadly to develop a metropolitan-wide strategy for addressing the needs of persons with HIV/AIDS and their families; and
- Local public housing agency concerning public housing needs, planned programs, and activities.

In addition, for the sections that address homelessness, local governments must consult with the following:

- Each Continuum of Care that serves the jurisdiction’s geographic area. For ESG grantees, these consultations must address the allocation of ESG among eligible activities, the development of policies, performance standards and program evaluation;
- Public and private agencies that address housing, health, social services, victim services, employment, and education needs of low-income, homeless, and special needs populations;
- Publicly funded institutions and systems of care that may discharge persons into homelessness, such as health-care facilities, mental health facilities, foster care, and corrections programs; and
- Business and civic leaders.

State grantees are required to undertake the following consultations per 24 CFR 91.110:

- Other public and private agencies that provide assisted housing (including any state housing agency administering public housing), health services, and social and fair housing services, including those focusing on services to children, elderly persons, persons with disabilities, persons with HIV/AIDS and their families, and homeless persons;

- State or local health and child welfare agencies in regard to the portion of its consolidated plan concerning lead-based paint hazards;
- Local governments in non-entitlement areas of the state in regard to the method of distribution of assistance under the CDBG program;

For the sections that address homelessness, the state must consult with the following:

- Each Continuum of Care within the state. These consultations must address the allocation of ESG among eligible activities, the development of policies, performance standards and program evaluation;
- Public and private agencies that address housing, health, social services, victim services, employment, and education needs of low-income, homeless, and special needs populations;
- Publicly funded institutions and systems of care that may discharge persons into homelessness, such as health-care facilities, mental health facilities, foster care, and corrections programs; and
- Business and civic leaders.

## DATA ENTRY: NARRATIVE

| **Field**<br>***Indicates required field** | **Description** |
|---|---|
| Introduction | Use this field to provide a short overview of the jurisdiction's planned actions and to emphasize key points regarding the topics listed on the page. |
| Provide a concise summary of the jurisdiction's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health, and service agencies (91.215(l)). | Provide a summary of coordinate efforts in general. Homeless coordination will be addressed in the fields below.<br>With respect to economic development, the jurisdiction should describe its efforts to enhance coordination with private industry, businesses, developers, and social service agencies. |
| Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness. | This summary must address the jurisdiction's efforts to coordinate with the Continuum of Care, housing providers, and other agencies in regard to housing assistance and services for homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) and persons who were recently homeless but now live in permanent housing.<br>Use this field to describe coordination with systems of care that may discharge persons into homelessness, such as health care facilities, mental health facilities, foster care and other youth facilities, and |

| | |
|---|---|
| | corrections programs and institutions. |
| Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards and evaluate outcomes, and develop funding, policies and procedures for the administration of HMIS. | Jurisdictions that receives an ESG grant must describe the consultation with the Continuum of Care that serves the jurisdiction's geographic area in:<br>1. determining how to allocate ESG funds<br>2. developing performance standards for and evaluate outcomes of projects and activities assisted by ESG funds,<br>3. developing funding, policies and procedures for the operation and administration of HMIS. States must consult with all Continuums of Care in the State. |

## DATA ENTRY: PARTICIPATING AGENCIES, GROUPS, AND ORGANIZATIONS

This section identifies the agencies, groups, organizations, and others that participated in the development of the Consolidated Plan.  Be sure to include all organizations listed above that are part of the required consultations, such as the Continuum of Care and public housing agencies. To add additional organizations, click the <Add Another> button located below the table.

| **Field**<br>***Indicates required field** | **Description** |
|---|---|
| Sort Order | The sort order is the order in which the organizations will appear on the screen and in the printed version of the plan. |
| Select Organization | Click the Select Organization button to search for and select the organization. If the organization has not yet been added to IDIS Online, use the Add Organization button to add the organization. |
| Agency/Group/Organization Type* | Check all that apply. Options:<br>• Housing<br>• PHA<br>• Continuum of Care<br>• Services-Children<br>• Services-Elderly Persons<br>• Services-Persons with Disabilities<br>• Services-Persons with HIV/AIDS<br>• Services-Victims of Domestic Violence<br>• Services-Homeless<br>• Services-Health<br>• Services-Education<br>• Services-Employment<br>• Service-Fair Housing<br>• Health Agency<br>• Child Welfare Agency |

| | |
|---|---|
| | • Publicly Funded Institution/System of Care[3]<br>• Other government - Federal<br>• Other government - State<br>• Other government - County<br>• Other government - Local<br>• Regional organization<br>• Planning organization<br>• Business Leaders<br>• Civic Leaders<br>• Other (Specify) |
| Optional Designation(s) | • Community Development Financial Institution (CDFI)<br>• Foundation<br>• Grantee Department<br>• Major Employer<br>• Neighborhood Organization<br>• Private Sector Banking/Financing |
| What section of the plan was addressed by consultation?* | Check all that apply:<br>• Housing Need Assessment<br>• Public Housing Needs<br>• Homeless Needs - Chronically homeless<br>• Homeless Needs - Families with children<br>• Homelessness Needs - Veterans<br>• Homelessness Needs - Unaccompanied youth<br>• Homelessness Strategy<br>• Non-Homeless Special Needs<br>• HOPWA Strategy<br>• Market Analysis<br>• Non-housing Community Development Strategy<br>• Anti-poverty Strategy<br>• Lead-based Paint Strategy<br>• Other (Specify) |
| Briefly describe how the agency/group/organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination? | Briefly describe the consultation process and summarize the anticipated outcomes or areas for improved coordination. |

## DATA ENTRY: NARRATIVE

| **Field**<br>***Indicates required field** | **Description** |
|---|---|

[3] Organizations that may discharge persons into homelessness, such as health-care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions.

| | |
|---|---|
| Identify any agency types not consulted and provide rationale for not consulting. | Describe (briefly) the types of agencies not consulted and why they were excluded. |

## DATA ENTRY: OTHER LOCAL/REGIONAL/STATE/FEDERAL PLANNING EFFORTS

Use this section to identify other planning efforts that were consulted as part of the planning process. The grantee is required to list the Continuum of Care. The inclusion of other planning efforts are encouraged but not required. Examples include public housing authority plans and local comprehensive plans. To add additional planning efforts, click the <Add Plan Effort> button located below the table.

| **Field**<br>***Indicates required field** | **Description** |
|---|---|
| Sort | The sort order is the order in which the organizations will appear on the screen and in the printed version of the plan. |
| Name of Plan | Provide the name of the plan. |
| Lead Organization | Identify the lead agency or entity for overseeing the development of the plan. |
| How do the goals of your Strategic Plan overlap with the goals of each plan? | This is a brief narrative that highlights how activities undertaken during each of the program years address the grantee's Strategic Plan objectives. |

## DATA ENTRY: ADDITIONAL NARRATIVE

| **Field**<br>***Indicates required field** | **Description** |
|---|---|
| Describe the means of cooperation and coordination among the state and any units of general local government in the metropolitan area in the implementation of its Consolidated Plan (91.215(l)). | For local governments, provide a short summary of efforts made to coordinate with the state and other governments in the metro area to implement the Consolidated Plan.<br>For States, provide a short summary of efforts to coordinate with units of general local government in the implementation of its Consolidated Plan. |
| Narrative (optional): | Use this field to provide additional information pertaining to consultations and coordination that is not captured by the fields above. |

## PR-15 Citizen Participation

Regulation Citation(s): 24 CFR 91.105, 91.115, 91.200(c), 91.215(l), 91.300(c), 91.315(l), 91.401, 91.415

### OVERVIEW

Grantees are required to provide opportunities for the public to participate in the development of the Consolidated Plan. The plan must provide a summary of the citizen participation efforts made, including efforts to broaden public participation, a summary of citizen comments or views on the plan, and a written explanation of comments not accepted and the reasons why these comments were not accepted.

The plan should highlight efforts to encourage participation from the following populations:

- low- and moderate-income persons;
- residents of slum and blighted areas, predominantly low- and moderate-income neighborhoods, and in areas where CDBG funds are proposed to be used;
- minorities;
- non-English speaking persons;
- persons with disabilities;
- public housing residents and other low-income residents of targeted revitalization areas in which public housing developments are located; and
- local and regional institutions, including the Continuum of Care, businesses, developers, nonprofit organizations, philanthropic organizations, and community-based and faith-based organizations.

The plan must describe the process followed to allow citizens to review the plan and submit their comments. At a minimum, this includes:

- How the plan (or a summary of the plan) was published for review;
- the dates, times, and locations of public hearings;
- when and how citizens were notified of the hearings;
- the dates of the 30-day citizen comment period; and
- a summary of any technical assistance provided to groups seeking funding assistance.

The plan should also note any alternative public involvement techniques, such as the use of focus groups and the Internet.

### DATA ENTRY: NARRATIVE

| **Field**<br>***Indicates required field** | **Description** |
|---|---|

| | |
|---|---|
| Summarize citizen participation process and how it impacted goal-setting. | Describe (briefly) the citizen participation process and how it impacted goal-setting. Include efforts made to broaden public participation in the development of the consolidated plan, including outreach to minorities and non-English speaking persons, as well as persons with disabilities. |
| ***For State grantees with Colonias:*** | |
| Summarize citizen participation process and efforts made to broaden citizen participation in Colonias. | Describe the citizen participation process and highlight efforts made to broaden citizen participation in Colonias. |

## DATA ENTRY: CITIZEN PARTICIPATION OUTREACH TABLE

Use this section to identify all citizen participation efforts undertaken as part of the planning process. At a minimum, this table should include the publication of the plan, the required citizen comment period, and at least one public hearing.

To add additional planning efforts, click the <Add Another> button located below the table.

| **Field**<br>***Indicates required field** | **Description** |
|---|---|
| Sort Order | This is the order in which items will be displayed in the print version of the plan. |
| Mode Of Outreach | • Public Meeting<br>• Newspaper Ad<br>• Internet Outreach<br>• Other (Specify) |
| Target Of Outreach | • Minorities<br>• Non-English speaking (Specify language)<br>• Persons with disabilities<br>• Non-targeted/broad community<br>• Residents of Public and Assisted Housing<br>• Colonias residents<br>• Other (Specify) |
| Summary of Response/Attendance | Summarize the responses to citizen comments and attendance records. |
| Summary of Comments Received | Describe the nature of the comments received during the citizen participation process. |
| Summary of Comments Not Accepted and Reasons | Describe the comments the grantee did not accepted during the citizen participation process and the reasons they were rejected. |
| URL if Applicable | Provide a Uniform Resource Locator (URL) or Web address. |

# NEEDS ASSESSMENT

The Needs Assessment of the Consolidated Plan, in conjunction with information gathered through consultations and the citizen participation process, will provide a clear picture of a jurisdiction's needs related to affordable housing, community development, and homelessness. From this Needs Assessment, the grantee will identify those needs with the highest priority, which will form the basis for the Strategic Plan and the programs and projects to be administered.

Most of the data tables in this section will be populated with a default data set based on the most recent data available. Grantees can replace or supplement these data with alternative data sources. Grantees also can support the data tables they present with GIS maps, GIS data sets, images, and custom data tables.

The template is based on the regulations and includes the following sections:

**Housing Needs Assessment**

In general, the plan must provide a concise summary of the jurisdiction's estimated housing needs projected for the ensuing five-year period. The need should be described according to the HUD-prescribed categories, including income level, tenure, and household type, and by housing problems, including cost burden, overcrowding, and substandard housing conditions. This information is collected on NA-10 Housing Needs Assessment.

Housing problems, in this context, include the following:

- Lack of a complete kitchen or plumbing facilities
- Cost burdened: A housing cost burden of more than 30 percent of the household income. Cost burden is the fraction of a household's total gross income spent on housing costs. For renters, housing costs include rent paid by the tenant plus utilities. For owners, housing costs include mortgage payments, taxes, insurance, and utilities.
- Overcrowded: Overcrowded is defined as more than one person per room, not including bathrooms, porches, foyers, halls, or half-rooms.

**Disproportionately Greater Need**

The plan must provide an assessment for each disproportionately greater need identified. A disproportionately greater need exists when the members of racial or ethnic group at an income level experience housing problems at a greater rate (10% or more) than the income level as a whole. This information is collected on screens NA-15 through NA-30.

**Public Housing**

In cooperation with the public housing agency or agencies located within its boundaries, the plan must provide a concise summary of the needs of public housing residents. NA-35 Public Housing collects information on the number and type of public housing units and characteristics of their residents.

**Homeless Needs Assessment**

The plan must describe the nature and extent of unsheltered and sheltered homelessness within the jurisdiction. Grantees will use data from the Homeless Management Information System (HMIS) and data from the Point-In-Time (PIT) count as a baseline for this section. This information is collected on NA-40 Homeless Needs Assessment.

The description must include estimates regarding the number of persons experiencing homelessness on a given night, the number of persons who experience homelessness each year, the number of persons who lose their housing and become homeless each year, the number of persons who exit homelessness each year, the number of days that persons experience homelessness, and other measures specified by HUD. The plan must include a narrative description of the characteristics and needs of low-income individuals and families with children who are currently housed but threatened with homelessness.

**Non-Homeless Special Needs Assessment**

To the extent practicable, the plan should describe the level of housing need for persons who are not homeless but require supportive housing, including the elderly, frail elderly, persons with disabilities, persons with alcohol or other drug addiction, persons with HIV/AIDS and their families, public housing residents, and any other categories the jurisdiction may specify.

For HOPWA grantees, the plan must identify the size and characteristics of the population with HIV/AIDS and their families within the eligible metropolitan statistical area it will serve.

This information is collected on NA-45 Non-homeless Special Needs Assessment.

**Non-Housing Community Development Needs**

For CDBG grantees, the plan must provide a concise summary of the jurisdiction's priority non-housing community development needs, including the needs for public facilities, public improvements, public services, and other eligible uses of CDBG. This information is collected on MA- 45 Non-Housing Community Development Assets.

# NA-05 Overview

Regulation Citation(s): None

## OVERVIEW

This page allows the grantee to introduce and summarize the key points included in the more detailed sections of the Needs Assessment:

- Housing Needs Assessment
- Disproportionately Greater Need
- Public Housing
- Homeless Needs Assessment
- Non-Homeless Special Needs Assessment
- Non-Housing Community Development Needs

## DATA ENTRY: NARRATIVE

| **Field**<br>***Indicates required field** | **Description** |
|---|---|
| Needs Assessment Overview | Provide in the overview a concise summary of the sources used to estimate the needs projected for the next 5-year period. This includes an estimate of the number and types of families in need of assistance for extremely low-income, low-income, moderate-income, and middle-income families; for renters and owners; and the specifications of such needs for different categories of persons. Then describe the analysis process used to determine the priority needs from the overall needs. |

# NA-10 Housing Needs Assessment

Regulation Citation: 24 CFR 91.205(a, b, c), 91.305(a, b, c), 91.405

## OVERVIEW

The plan must provide a concise summary of the jurisdiction's estimated housing needs projected for the next five years. This page includes pre-populated data tables that describe levels of housing need by income range, family type, and type of housing problems. It includes the following sections:

1. Summary of Housing Needs
2. Demographics
3. Number of Households
4. Housing Needs Summary
5. Housing Problems 2
6. Cost Burden >30% and >50%
7. Cost Burden >50%
8. Crowding Table (More Than One Person Per Room)
9. Households With Children Present
10. Additional Narratives

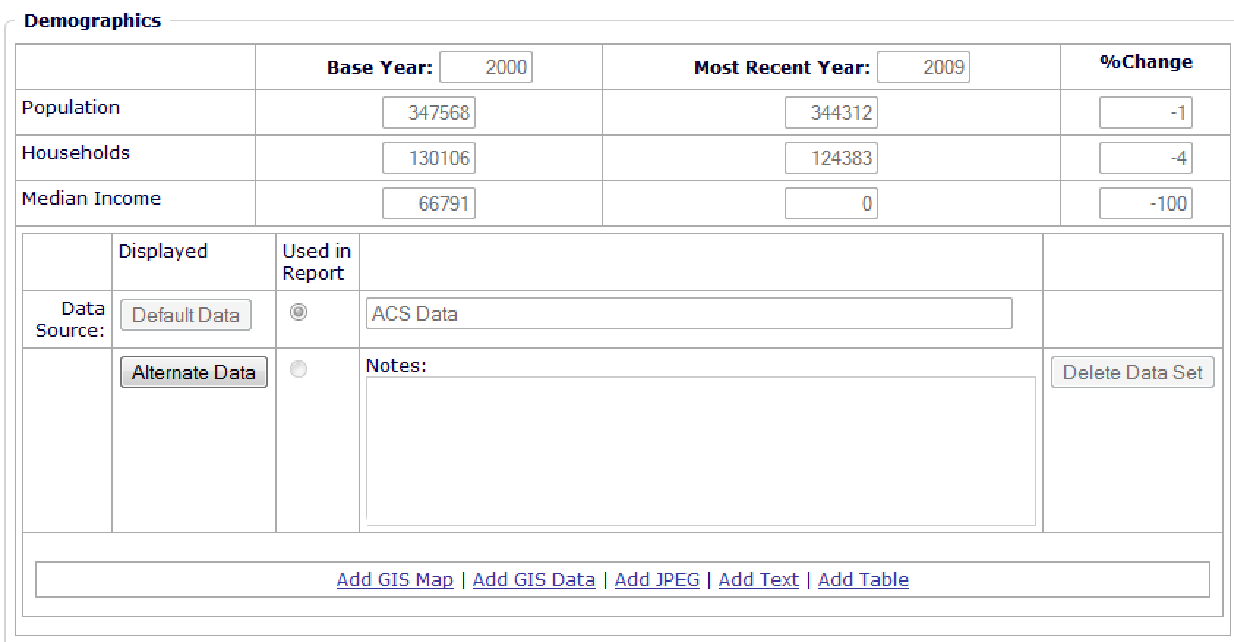
## DATA ENTRY: SUMMARY OF HOUSING NEEDS

Use this field to provide a summary of the housing needs within the grantee's jurisdiction. The summary should describe the need according by family type, income level, tenure type, and household type. The summary should also include discussion on the types of housing problems (cost burdened, substandard housing, overcrowding).

| **Field**<br>***Indicates required field** | **Description** |
|---|---|
| Summary of Housing Needs | Concise summary estimating number and types of families in need of housing assistance by income levels, tenure type, and household type, and by housing problem (cost burdened, severely cost burdened, substandard housing, overcrowding, or geographic concentration of racial/ethnic groups). This section can also integrate needs determined from consultations and public outreach. |

## DATA ENTRY: DEMOGRAPHICS

This table displays the population, number of households, and median income for a base year and recent year and calculates the percentage of change. The percent change column is automatically calculated. Default Data Source: American Community Survey (ACS).




| Field<br>***Indicates required field*** | Description |
|---|---|
| Population<br>Base Year<br>Most Recent Year<br>% Change | Self-explanatory. |
| Households<br>Base Year<br>Most Recent Year<br>% Change | Self-explanatory. |
| Median Income<br>Base Year<br>Most Recent Year<br>% Change | Self-explanatory. |

## DATA ENTRY: NUMBER OF HOUSEHOLDS

This table provides the number and types of households by HUD Adjusted Median Family Income (HAMFI). Please note that the data fields marked with an asterisk provide data for “>80% HAMFI” as opposed to “>80-100% HAMFI”. Default Data Source: 2010 Comprehensive Housing Affordability Strategy (CHAS) data developed by HUD.

**Number of Households**

| | 0-30% HAMFI | >30-50% HAMFI | >50-80% HAMFI | >80-100% HAMFI | >100% HAMFI |
|---|---|---|---|---|---|
| Total Households | 14175 | 13715 | 15690 | * 11720 | 0 |
| Small Family Households | 3374 | 4545 | 5805 | * 45480 | 0 |
| Large Family Households | 764 | 963 | 1615 | * 9644 | 0 |
| Household contains at least one person 62-74 years of age | 2517 | 2477 | 2448 | 1952 | 10654 |
| Household contains at least one person age 75 or older | 4007 | 3855 | 3253 | 1673 | 5836 |
| Households with one or more children 6 years old or younger | 1815 | 1754 | 2594 | 14623 | 0 |

*This data is >80% HAMFI

| **Field**<br>***Indicates required field** | **Description** |
|---|---|
| Total Households | All households by income levels |
| Small Family Households | A small family is defined as a family with two to four members. Note asterisk. No cell will be presented for the Small Family Households in the >100% HAMFI (HUD Adjusted Median Family Income) column for the default or alternate data views. |
| Large Family Households | A large family is defined as a family with five or more members. Note asterisk. No cell will be presented for the Large Family Households in the >100% HAMFI (HUD Adjusted Median Family Income) column for the default or alternate data views. |
| Household Contains at Least One Person 62-74 Years of Age | Household contains at least one person 62–74 years of age. |
| Household Contains at Least One Person Age 75 or Older | Household contains at least one person age 75 or older. |
| Households With One or More Children 6 Years Old or Younger | No cell will be presented for the Households with one or more children 6 years old or younger rows in the >100% HAMFI (HUD Adjusted Median Family Income) column for the default or alternate data views. |

## DATA ENTRY: HOUSING PROBLEMS

This table displays the number of households with housing problems by tenure and HUD Adjusted Median Family Income (HAMFI). Default Data Source: 2010 Comprehensive Housing Affordability Strategy (CHAS) data developed by HUD.

| Housing Problems (Households with one of the listed needs) | Renter | | | | | Owner | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | 0-30% AMI | >30-50% AMI | >50-80% AMI | >80-100% AMI | Total | 0-30% AMI | >30-50% AMI | >50-80% AMI | >80-100% AMI | Total |
| NUMBER OF HOUSEHOLDS | | | | | | | | | | |
| Substandard Housing – Lacking complete plumbing or kitchen facilities | 180 | 235 | 145 | 25 | 585 | 24 | 60 | 20 | 75 | 179 |
| Severely Overcrowded – With >1.51 people per room (and complete kitchen and plumbing) | 285 | 449 | 235 | 170 | 1139 | 50 | 20 | 64 | 75 | 209 |
| Overcrowded - With 1.01-1.5 people per room (and none of the above problems) | 424 | 245 | 350 | 200 | 1219 | 60 | 140 | 179 | 44 | 423 |
| Housing cost burden greater than 50% of income (and none of the above problems) | 5430 | 2269 | 290 | 45 | 8034 | 4240 | 3719 | 3255 | 1625 | 12839 |
| Housing cost burden greater than 30% of income (and none of the above problems) | 980 | 2565 | 2864 | 809 | 7218 | 454 | 2279 | 2705 | 2755 | 8193 |
| Zero/negative Income (and none of the above problems) | 649 | 0 | 0 | 0 | 649 | 325 | 0 | 0 | 0 | 325 |

| **Field**<br>***Indicates required field** | **Description** |
|---|---|
| Substandard Housing – Lacking complete plumbing or kitchen facilities | Households by income level without hot and cold piped water, a flush toilet and a bathtub or shower, and kitchen facilities that lack a sink with piped water, a range or stove, or a refrigerator. These fields are automatically populated with default data and provided for renters and owners at each income level. |
| Severely Overcrowded – With >1.51 people per room (and complete kitchen and plumbing) | Households by income level having complete kitchens and bathrooms but housing more than 1.51 persons per room excluding bathrooms, porches, foyers, halls, or half-rooms. These fields are automatically populated with default data and provided for renters and owners at each income level. |
| Overcrowded – With 1.01–1.5 people per room (and none of the above problems) | Households by income level having complete kitchens and bathrooms but housing more than 1.01 to 1.5 persons per room excluding bathrooms, porches, foyers, halls, or half-rooms. These fields are automatically populated with default data and provided for renters and owners at each income level. |

| | |
|---|---|
| Housing cost burden greater than 50% of income (and none of the above problems) | Cost burden is a fraction of a household's total gross income spent on housing costs. For renters, housing costs include rent paid by the tenant plus utilities. For owners, housing costs include mortgage payment, taxes, insurance, and utilities. Households by income level whose housing cost burden is greater than 50% of household income (and none of the above problems). These fields are automatically populated with default data and provided for renters and owners at each income level. |
| Housing cost burden greater than 30% of income (and none of the above problems) | Cost burden is a fraction of a household's total gross income spent on housing costs. For renters, housing costs include rent paid by the tenant plus utilities. For owners, housing costs include mortgage payment, taxes, insurance, and utilities. Households by income level whose housing cost burden is greater than 30% of household income (and none of the above problems). These fields are automatically populated with default data and provided for renters and owners at each income level. |
| Zero/negative income (and none of the above problems) | Households with zero negative income (and none of the above problems). These fields are automatically populated with default data and provided for renters and owners at each income level. |

## DATA ENTRY: HOUSING PROBLEMS 2

This table displays the number of households with no housing problems, one or more housing problems, and negative income by tenure and HUD Adjusted Median Family Income (HAMFI). Default Data Source: 2010 Comprehensive Housing Affordability Strategy (CHAS) data developed by HUD.

| Housing Problems 2 (Households with one or more Housing problems: Lacks kitchen or bathroom, Overcrowding, cost burden) | Renter | | | | | Owner | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | 0-30% AMI | >30-50% AMI | >50-80% AMI | >80-100% AMI | Total | 0-30% AMI | >30-50% AMI | >50-80% AMI | >80-100% AMI | Total |
| NUMBER OF HOUSEHOLDS | | | | | | | | | | |
| Having 1 or more of four housing problems | 6305 | 3200 | 1020 | 445 | 10970 | 4375 | 3939 | 3535 | 1835 | 13684 |
| Having none of four housing problems | 2005 | 3360 | 5450 | 3320 | 14135 | 518 | 3200 | 5690 | 6135 | 15543 |
| Household has negative income, but none of the other housing problems | 649 | 0 | 0 | 0 | 649 | 325 | 0 | 0 | 0 | 325 |

| **Field**<br>***Indicates required field** | **Description** |
|---|---|
| Having one or more of four housing problems | This field displays the number of households with at least one of the following housing problems: cost burden; overcrowding; or lack of a complete kitchen or plumbing facilities. |
| Having none of four housing problems | This field displays the number of households without one of the four defined housing problems. |
| Household has negative income, but none of the other housing problems | This field displays the number of households with negative income. These households are not included in the above categories. Households that fall into this category are not included in the other columns. Income can be $0 |

| | |
|---|---|
| | or negative due to self-employment or interest, dividends, and net rental income. Assuming that households in this category have housing costs, the cost burden would be 100%. |

## DATA ENTRY: COST BURDEN >30% AND >50%

These two tables display the number of households with housing cost burdens more than 30% and 50%, respectively, by household type, tenancy, and household income (expressed as a percentage of Area Median Income (AMI)). Default Data Source: 2010 Comprehensive Housing Affordability Strategy (CHAS) data developed by HUD.

| Cost Burden > 30% | Renter | | | | Owner | | | |
|---|---|---|---|---|---|---|---|---|
| | 0-30% AMI | >30-50% AMI | >50-80% AMI | Total | 0-30% AMI | >30-50% AMI | >50-80% AMI | Total |
| NUMBER OF HOUSEHOLDS | | | | | | | | |
| Small Related | 2204 | 2374 | 1298 | 5876 | 939 | 1635 | 2625 | 1598 |
| Large Related | 464 | 345 | 245 | 1054 | 285 | 469 | 844 | 1598 |
| Elderly | 2424 | 1243 | 564 | 4231 | 2884 | 3378 | 1765 | 8027 |
| Other | 2109 | 1694 | 1334 | 5137 | 734 | 707 | 924 | 2365 |
| Total need by income | 7,201 | 5,656 | 3,441 | 16,298 | 4,842 | 6,189 | 6,158 | 13,588 |

| Cost Burden > 50% | Renter | | | | Owner | | | |
|---|---|---|---|---|---|---|---|---|
| | 0-30% AMI | >30-50% AMI | >50-80% AMI | Total | 0-30% AMI | >30-50% AMI | >50-80% AMI | Total |
| NUMBER OF HOUSEHOLDS | | | | | | | | |
| Small Related | 2059 | 855 | 59 | 2973 | 895 | 1215 | 1685 | 3795 |
| Large Related | 375 | 90 | 0 | 465 | 260 | 404 | 464 | 1128 |
| Elderly | 1705 | 629 | 100 | 2434 | 2510 | 1599 | 635 | 4744 |
| Other | 1980 | 825 | 129 | 2934 | 719 | 595 | 610 | 1924 |
| Total need by income | 6,119 | 2,399 | 288 | | 4,384 | 3,813 | 3,394 | 11,591 |

| **Field**<br>***Indicates required field** | **Description** |
|---|---|
| Small Related | The number of family households with two to four related members. |
| Large Related | The number of family households with five or more related members. |
| Elderly | A household whose head, spouse, or sole member is a person who is at least 62 years of age. |
| Other | All other households. |
| Total Need by Income | The total number of cost burdened households for each numeric column for both owner and renter. |

## DATA ENTRY: CROWDING (MORE THAN ONE PERSON PER ROOM)

This table displays the number of households that are overcrowded, defined as households with more than one person per room, excluding bathrooms, porches, foyers, halls, or half-rooms. The data is displayed by household type, tenancy, and household income (expressed as a percentage of Area Median Income (AMI)). Default Data Source: 2010 Comprehensive Housing Affordability Strategy (CHAS) data developed by HUD.

| Crowding (More than one person per room) | Renter | | | | | Owner | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | 0-30% AMI | >30-50% AMI | >50-80% AMI | >80-100% AMI | Total | 0-30% AMI | >30-50% AMI | >50-80% AMI | >80-100% AMI | Total |
| NUMBER OF HOUSEHOLDS | | | | | | | | | | |
| Single family households | 654 | 604 | 540 | | 1798 | 110 | 145 | 179 | | 434 |
| Multiple, unrelated family households | 45 | 20 | 10 | | 75 | 0 | 25 | 69 | | 94 |
| Other, non-family households | 30 | 105 | 35 | | 170 | 0 | 0 | 0 | | 0 |
| Total need by income | 729 | 729 | 585 | 0 | 2,043 | 110 | 170 | 248 | 0 | 528 |

| Field<br>**Indicates required field* | Description |
|---|---|
| Single Family Households | The number of households containing one family. |
| Multiple, Unrelated Family Households | The number of households that contain multiple, unrelated families living in a single unit. |
| Other, Non-Family Households | The number of households that are not families, such as a householder living alone or with nonrelatives only. |
| Total Need by Income | The number of all overcrowded households by income level. |

## DATA ENTRY: HOUSEHOLDS WITH CHILDREN PRESENT

This table displays the number of households that include children under the age of 18 by tenancy and household income (expressed as a percentage of Area Median Income (AMI)). Default Data Source: none. This data must be provided by the grantee based on an Alternate Data source.

| | Renter | | | | Owner | | | |
|---|---|---|---|---|---|---|---|---|
| | 0-30% AMI | >30-50% AMI | >50-80% AMI | Total | 0-30% AMI | >30-50% AMI | >50-80% AMI | Total |
| Households with Children Present | | | | 0 | | | | 0 |

| Displayed | Used in Report | |
|---|---|---|
| Alternate Data | | Notes: |

| Field *Indicates required field | Description |
|---|---|
| Households With Children Present | Households that include children under the age of 18. |

## DATA ENTRY: ADDITIONAL NARRATIVES

| Field *Indicates required field | Description |
|---|---|
| What are the most common housing problems? | Provide a narrative highlighting the most common housing problems or challenges revealed by the assessment. Use this field to describe the characteristics and needs of individuals and families with children who are currently entering the homeless assistance system or appearing for the first time on the streets. This information should be obtained through consultations with the Continuum of Care. |
| Are any populations/household types more affected than others by these problems? | Describe any populations or household types disproportionately affected by these problems. |
| Describe the characteristics and needs of Low-income individuals and families with children (especially extremely low-income) who are currently housed but are at imminent risk of either residing in shelters or becoming unsheltered 91.205(c) /91.305(c)). Also discuss the needs of formerly homeless families and individuals who are receiving rapid re-housing assistance and are nearing the termination of that assistance. | This information may be evidenced by the characteristics and needs of individuals and families with children who are currently entering the homeless assistance system or appearing for the first time on the streets.<br>In addition, specify particular housing characteristics that have been linked with instability and an increased risk of homelessness. Include an estimate of the number and type of formerly homeless families and individuals that are receiving rapid re-housing assistance and are nearing the termination of that assistance. |
| If a jurisdiction provides estimates of the at-risk population(s), it should also include a description of the operational definition of the at-risk group and the methodology used to generate the estimates. | Define the characteristics of each group and the methodology used to generate the estimates. Consult with the CoC regarding the characteristics and needs of individuals and families with children who are currently entering the homeless assistance system or are appearing for the first time on the streets. |
| Specify particular housing characteristics that have been linked with instability and an increased risk of homelessness. | Consult with the CoC. These characteristics may be linked to the description of housing cost burden, severe cost burden, overcrowding (especially for large families), and substandard conditions being experienced by extremely low-income and low- |

| | |
|---|---|
| | income renters compared to the jurisdiction as a whole. The information provided in this field will supplement the definition of "at risk of homelessness" listed an 24 CFR 91.5 and can be used to qualify households for homeless prevention services. |
| Discussion | Enter any conclusions that are drawn from the assessment and the impact on goal-setting or priorities. |

## NA-15 Disproportionately Greater Need: Housing Problems

Regulation Citation(s): 24 CFR 91.205(b)(2), 91.305(b)(2), 91.405

### OVERVIEW

A disproportionately greater need exists when the members of racial or ethnic group at an income level experience housing problems at a greater rate (10 percentage points or more) than the income level as a whole. For example, assume that 60% of all low-income households within a jurisdiction have a housing problem and 70% of low-income Hispanic households have a housing problem. In this case, low-income Hispanic households have a disproportionately greater need. Per the regulations at 91.205(b)(2), 91.305(b)(2), and 91.405, a grantee must provide an assessment for each disproportionately greater need identified. Although the purpose of these tables is to analyze the relative level of need for each race and ethnic category, the data also provide information for the jurisdiction as a whole that can be useful in describing overall need.

This screen has the following sections:

1. Narrative: Introduction
2. Table: Disproportionately Greater Need—Housing Problems 0-30% Area Median Income (AMI)
3. Table: Disproportionately Greater Need—Housing Problems 30-50% AMI
4. Table: Disproportionately Greater Need—Housing Problems 50-80% AMI
5. Table: Disproportionately Greater Need—Housing Problems 80-100% AMI
6. Narrative: Discussion

### DATA ENTRY: INTRODUCTION

| **Field** **Indicates required field* | **Description** |
|---|---|
| Introduction | Enter a brief introduction defining "disproportionately greater number of housing problems" and providing an anecdotal or other supporting narrative to describe the different levels of need among racial and ethnic categories. |

## DATA ENTRY: DISPROPORTIONATELY GREATER NEED TABLES

This section has four tables that capture the number of housing problems by income, race, and ethnicity. Each table provides data for a different income level (0–30%, 30–50%, 50–80%, and 80–100% AMI). Default Data Source: 2010 Comprehensive Housing Affordability Strategy (CHAS) data developed by HUD. Click the <Add Another> button to add another racial category to the table. When a racial category is added, it is added only to the specific table on the screen. To calculate the percentage of housing problems experienced for each group, divide the number of households with a housing problem by the total of households with a housing problem and those without a housing problem. Do not include households with no/negative income.

**0%-30% of Area Median Income**

| Housing Problem | Has one or more of four housing problems | Has none of the four housing problems | Household has no/negative income, but none of the other housing problems | Action |
|---|---|---|---|---|
| Jurisdiction as a whole | 22200 | 1885 | 1465 | |
| White | 8655 | 910 | 630 | |
| Black / African American | 6665 | 474 | 410 | |
| Asian | 450 | 25 | 55 | |
| American Indian, Alaska Native | 50 | 0 | 0 | |
| Pacific Islander | 0 | 0 | 0 | |
| Hispanic | 6095 | 470 | 350 | |

| **Field**<br>***Indicates required field** | **Description** |
|---|---|
| Each of the following fields appears for the jurisdiction as a whole and for each race and ethnicity. | |
| Has One or More of the Four Housing Problems | The number of households at the given income range that has at least one of the four housing problems. |
| Has None of the Four Housing Problems | The number of households at the given income range that does not have any of the four housing problems. |
| Household Has No/Negative Income, but None of the Other Housing Problems | The number of households whose income is $0 or negative due to self-employment, dividends, and net rental income. Assuming that households in this category have housing costs, the cost burden would be 100%. These households are not included in the other two categories. |

## DATA ENTRY: DISCUSSION

| **Field**<br>***Indicates required field** | **Description** |
|---|---|
| Discussion | Describe the key points of the information presented at each of the four income levels. |

## NA-20 Disproportionately Greater Need: Severe Housing Problems

Regulatory Citation(s): 24 CFR 91.205(b)(2), 91.305(b)(2), 91.405

### OVERVIEW

A disproportionately greater need exists when the members of racial or ethnic group at an income level experience housing problems at a greater rate (10 percentage points or more) than the income level as a whole. For example, assume that 60% of all low-income households within a jurisdiction have a housing problem and 70% of low-income Hispanic households have a housing problem. In this case, low-income Hispanic households have a disproportionately greater need. Per the regulations at 91.205(b)(2), 91.305(b)(2), and 91.405, a grantee must provide an assessment for each disproportionately greater need identified.

Severe housing problems include:

- Overcrowded households with more than 1.5 persons per room, not including bathrooms, porches, foyers, halls, or half-rooms.
- Households with cost burdens of more than 50 percent of income

This screen displays:

1. Narrative: Introduction
2. Table: Disproportionately Greater Need—Severe Housing Problems 0-30% AMI
3. Table: Disproportionately Greater Need—Severe Housing Problems 30-50% AMI
4. Table: Disproportionately Greater Need—Severe Housing Problems 50-80% AMI
5. Table: Disproportionately Greater Need—Severe Housing Problems 80-100% AMI
6. Narrative: Discussion

### DATA ENTRY: INTRODUCTION

| **Field**<br>***Indicates required field** | **Description** |
|---|---|
| Introduction | Enter a brief introduction defining “disproportionately greater number of severe housing problems” and providing an anecdotal or other supporting narrative to describe the different levels of need among racial and ethnic categories. In some jurisdictions, there may be overlap between disproportionately greater need for a race and higher levels of housing problems within areas of low-income and minority concentration. |

## DATA ENTRY: DISPROPORTIONATELY GREATER NEED TABLE—SEVERE HOUSING PROBLEMS

This section has four tables that capture the number of housing problems by income, race, and ethnicity. Each table provides data for a different income level (0–30%, 30–50%, 50–80%, and 80–100% AMI). Default Data Source: 2010 Comprehensive Housing Affordability Strategy (CHAS) data developed by HUD.

Click the <Add Another> button to add another racial category to the table. When a racial category is added, it is added only to the specific table on the screen.

For supplemental overcrowding data, jurisdictions may want to consult their code enforcement departments to determine if single family units are being illegally converted into multi-unit properties. Jurisdictions may also consult with the local CoC to determine the level of "doubling up" and "couch surfing" that is occurring within the area.

**0%-30% of Area Median Income**

| Severe Housing Problems* | | Has one or more of four housing problems | Has none of the four housing problems | Household has no/negative income, but none of the other housing problems | Action |
|---|---|---|---|---|---|
| Jurisdiction as a whole | # | 290 | 0 | 20 | |
| White | # | 19390 | 4700 | 1465 | |
| Black / African American | # | 7555 | 2005 | 630 | |
| Asian | # | 5805 | 1345 | 410 | |
| American Indian, Alaska Native | # | 440 | 35 | 55 | |
| Pacific Islander | # | 8 | 45 | 0 | |
| Hispanic | # | 0 | 0 | 0 | |

| **Field**<br>***Indicates required field** | **Description** |
|---|---|
| Each of the following fields appears for the jurisdiction as a whole and for each race and ethnicity. | |
| Has One or More Severe Housing Problems | The number of households at the given income range that has a severe cost burden, is severely overcrowded, or both. |
| Has No Severe Housing Problem | The number of households at the given income range that does not have a severe cost burden and is not severely overcrowded. |
| Household Has No/Negative Income, but No Severe Housing Problem | The number of households whose income is $0 or negative due to self-employment, dividends, and net rental income. Assuming that households in this category have housing costs, the cost burden would be 100%. These households are not included in the other two categories. |

## DATA ENTRY: DISCUSSION

| Field<br>***Indicates required field*** | Description |
|---|---|
| Discussion | Describe the key points of the information presented at each of the four income levels. |

# NA-25 Disproportionately Greater Need: Housing Cost Burdens

Regulatory Citation(s): 24 CFR 91.205(b)(2), 91.305(b)(2), 91.405

## OVERVIEW

A disproportionately greater need exists when the members of racial or ethnic group at an income level experience housing problems at a greater rate (10 percentage points or more) than the income level as a whole. For example, assume that 60% of all low-income households within a jurisdiction have a housing problem and 70% of low-income Hispanic households have a housing problem. In this case, low-income Hispanic households have a disproportionately greater need. Per the regulations at 91.205(b)(2), 91.305(b)(2), and 91.405, a grantee must provide an assessment for each disproportionately greater need identified.

This screen displays:

1. Narrative: Introduction
2. Table: Disproportionately Greater Need—Housing Cost Burden
3. Narrative: Discussion

## DATA ENTRY: INTRODUCTION

| Field<br>***Indicates required field*** | Description |
|---|---|
| Introduction | Enter a brief introduction defining “disproportionately greater number of cost-burdened households” and providing an anecdotal or other supporting narrative to describe the different levels of need among racial and ethnic categories. In some jurisdictions, there may be overlap between disproportionately greater need for a race and higher levels of housing problems within areas of low-income and minority concentration. |

## DATA ENTRY: DISPROPORTIONATELY GREATER NEED TABLE—HOUSING COST BURDEN

This table displays cost burden information for the jurisdiction and each racial and ethnic group, including no cost burden (less than 30%), cost burden (30-50%), severe cost burden (more than 50%), and no/negative income. Default Data Source: 2010 Comprehensive Housing Affordability Strategy (CHAS) data developed by HUD.

Click the <Add Another> button to add another racial category to the table. When a racial category is added, it is added only to the specific table on the screen.

| Housing Cost Burden | | <=30% | 30-50% | >50% | No/negative income (not computed) | Action |
|---|---|---|---|---|---|---|
| Jurisdiction as a whole | # | 4330 | 14255 | 0 | 1245 | |
| White | # | 7450 | 0 | 1105 | 3275 | |
| Black / African American | # | 0 | 155 | 455 | 0 | |
| Asian | # | 10 | 25 | 0 | 0 | |
| American Indian, Alaska Native | # | 0 | 0 | 1705 | 3005 | |
| Pacific Islander | # | 0 | 115 | 50 | 0 | |
| Hispanic | # | 61220 | 19930 | 16285 | 660 | |
| | # | | | | | |

| **Field** **Indicates required field* | **Description** |
|---|---|
| Each of the following fields appears for the jurisdiction as a whole and each race and ethnicity. | |
| Housing Cost to Income Ratio Less than 30% (No Cost Burden) | The number of households without a **cost burden.** |
| Housing Cost to Income Ratio Between 30% and 50% (**Cost Burdened**) | The number of **cost-burdened households** that pay between 30% and 50% of their income on housing-related costs. |
| Housing Cost to Income Ratio Greater Than 50% (**Severely Cost Burdened**) | The number of severely **cost-burdened households** that pay more than 50% of their income on housing-related costs. |
| No/Negative Income (Not Computed) | The number of households whose income is $0 or negative due to self-employment, dividends, and net rental income. Assuming that households in this category have housing costs, the cost burden would be 100%. These households are not included in the other two categories. |

## DATA ENTRY: DISCUSSION

| **Field** | **Description** |
|---|---|

| ***Indicates required field** | |
|---|---|
| Discussion | Describe the key points of the information presented at each of the four income levels. There will be an opportunity to restate your findings on the Discussion page related to disproportionate need. |

## NA-30 Disproportionately Greater Need: Discussion

Regulation Citation: 24 CFR 91.205(b)(2), 91.305(b)(2), 91.405

### OVERVIEW

This page provides an opportunity to summarize the findings related to disproportionately greater need. Answer the three narrative fields provided regarding disproportionately greater need. The narrative on this screen should be based on the data in the previous sections.

### DATA ENTRY: NARRATIVE

| **Field**<br>***Indicates required field** | **Description** |
|---|---|
| Are there any income categories in which a racial or ethnic group has disproportionately greater need than the needs of that income category as a whole? | Identify the income categories in which a racial or ethnic group has disproportionately greater need than the needs of that income category as a whole. Review the disproportionately greater need screens for housing problems, severe housing problems, and housing cost burdens and identify any racial or ethnic groups that have a need disproportionate to the jurisdiction as a whole (a difference of more than 10%). The system will display disproportionate need in boldface type with highlighting. |
| If they have needs not identified above, what are those needs? | If applicable, describe unidentified needs in this field. |
| Are any of those racial or ethnic groups located in specific areas or neighborhoods in your community? | If applicable, identify the specific areas or neighborhoods where a racial or ethnic group has disproportionately greater needs. In some jurisdictions, there may be overlap between disproportionately greater need for a race and higher levels of housing problems within areas of low-income and minority concentration. |

## NA-35 Public Housing

Regulation Citation: 24 CFR 91.205(b), 91.405

### OVERVIEW

The plan must provide a concise summary of the needs of public housing residents. This information should be gathered through consultations with the public housing agency or agencies located within the jurisdiction's boundaries.

This page contains the following sections:

1. Introduction
2. Totals in Use
3. Characteristics of Residents
4. Race of Residents
5. Ethnicity of Residents
6. Additional Narrative

### DATA ENTRY: INTRODUCTION

| **Field**<br>***Indicates required field** | **Description** |
|---|---|
| Introduction | Provide a concise narrative summary of the needs of public housing, including identifying the public housing developments in the jurisdiction, the number of public housing units, the physical condition of such units, the restoration and revitalization needs of this housing, and other factors, including the number of families on public housing and tenant-based waiting lists and results from the Section 504 Needs Assessment of public housing projects located within its boundaries. |

### DATA ENTRY: TOTALS IN USE TABLE

This table displays the number of vouchers and units by public housing program type. Default Data Source: Public and Indian Housing Information Center (PIC).

Totals In Use

| | Program Type | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| | Certificate | Mod-Rehab | Public Housing | Vouchers | | | | | |
| | | | | Total | Project-based | Tenant-based | Special Purpose Vouchers | | |
| | | | | | | | Veterans Affairs Supportive Housing | Family Unification Program | Disabled* |
| # of units/vouchers in use | 178 | 253 | | | 178 | | | | |

*Includes Non-Elderly Disabled, Mainstream One-Year, Mainstream Five-Year, and Nursing Home Transition

| **Field**<br>***Indicates required field** | **Description** |
|---|---|
| Certificate | Enter the total number of Section 8 certificates administered by the public housing authority (PHA). The Section 8 Rental Certificate program increases affordable housing choices for very low-income households by allowing families to choose privately owned rental housing. Families apply to a local PHA or administering governmental agency for a Section 8 certificate. The PHA pays the landlord the difference between 30% of the household's adjusted income and the unit's rent. |
| Mod-Rehab | Enter the total number of units in developments that were funded under the moderate rehabilitation program administered locally by PHAs. The moderate rehabilitation program provides project-based rental assistance for low-income families. Assistance is limited to properties previously rehabilitated pursuant to a housing assistance payments (HAP) contract between an owner and a PHA. |
| Public Housing | Enter the total number of units in developments operated by the PHAs within the jurisdiction. |
| Vouchers | |
| Total | Enter the total number of Section 8 vouchers (project based plus tenant based) administered by the PHA. |
| Project Based | Enter the total number of project-based Section 8 vouchers administered by the PHA. |
| Tenant Based | Enter the total number of tenant-based Section 8 vouchers administered by the PHA. |
| Special Purpose: Veterans Affairs Supportive Housing | The HUD–Veterans Affairs Supportive Housing program combines Housing Choice Voucher rental assistance for homeless veterans with case management and clinical services provided by the U.S. Department of Veterans Affairs (VA). The VA provides these services for participating veterans at VA medical centers and community-based outreach clinics. |
| Special Purpose: Family Unification Program | Family Unification Program funding is allocated through a competitive process; therefore, not all PHAs administer the program. |

| | |
|---|---|
| Special Purpose: Disabled | In this context, disabled includes non-elderly disabled, mainstream 1-year, mainstream 5-year, and nursing home transition. |

## DATA ENTRY: CHARACTERISTICS OF RESIDENTS TABLE

This table displays the characteristics of public housing residents by public housing program type. Default Data Source: Public and Indian Housing Information Center (PIC). There is no default data set for some characteristics. Alternate data sources will be needed to complete the table.

**Characteristics of Residents**

| | Program Type | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| | Certificate | Mod-Rehab | Public Housing | Vouchers | | | | | |
| | | | | Total | Project-based | Tenant-based | Special Purpose Vouchers | | |
| | | | | | | | Veterans Affairs Supportive Housing | Family Unification Program | Disabled* |
| Average Annual Income | 18054 | 19548 | 18054 | | | | | | |
| Average length of stay | 6 | 7 | 6 | | | | | | |
| Average household size | 2 | 1 | 2 | | | | | | |
| # Homeless at admission | 0 | 0 | 0 | | | | | | |
| # of Elderly Program Participants (>62) | 36 | 148 | 36 | | | | | | |
| # of Disabled Families | 33 | 25 | 33 | | | | | | |
| # of Families requesting accessibility features | 178 | 253 | 178 | N/A | N/A | N/A | N/A | N/A | N/A |
| # of HIV/AIDS program participants | | | | | | | | | |
| # of DV victims | | | | | | | | | |

*Includes Non-Elderly Disabled, Mainstream One-Year, Mainstream Five-Year, and Nursing Home Transition

| **Field**<br>***Indicates required field** | **Description** |
|---|---|
| For each type of public housing program (each column), provide the following: | |
| Average Annual Income | Provide the average annual income. |
| Average Length of Stay | Provide the average length of stay (in years). |
| Average Household Size | Provide the average household size. |
| # Homeless at admission | Provide the number of homeless individuals at admission. |
| # of Elderly Program Participants | Provide the number of elderly participants (age 62 and older). |
| # of Disabled Families | Provide the number of disabled families. |
| For project-based units, provide the following: | |

| | |
|---|---|
| # of Families requesting accessibility features | Provide the number of families requesting accessibility features. |
| # of HIV/AIDS program participants | Provide the number of HIV/AIDS program participants. |
| # of DV victims | Provide the number of domestic violence victims. |

## DATA ENTRY: RACE OF RESIDENTS TABLE

This table displays the racial composition of residents for each public housing program. Default Data Source: Public and Indian Housing Information Center (PIC). The default data source does not include the Other racial category. In order to populate these fields, the grantee must specify an Alternate Data Source. Some residents may identify their race as Hispanic or Latino. In this case, the jurisdiction may have to distinguish the HUD definitions of race and ethnicity to ensure information is collected/reported consistently.

**Race of Residents**

| | Program Type | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| Race | Certificate | Mod-Rehab | Public Housing | Vouchers | | | | | |
| | | | | Total | Project-based | Tenant-based | Special Purpose Vouchers | | |
| | | | | | | | Veterans Affairs Supportive Housing | Family Unification Program | Disabled* |
| White | 64 | 131 | | | | | 64 | | |
| Black/African American | 114 | 116 | | | | | 114 | | |
| Asian | | 3 | | | | | | | |
| American Indian, Alaska Native | | 2 | | | | | | | |
| Pacific Islander | | 1 | | | | | | | |
| Other | | | | | | | | | |

*Includes Non-Elderly Disabled, Mainstream One-Year, Mainstream Five-Year, and Nursing Home Transition

| Field<br>**Indicates required field* | Description |
|---|---|
| For each Program Type column, report the number of residents who identify with each race category. | |
| White | Report the number of residents who identify as White for each Program Type column. The HUD definition for White is a person having origins in any of the original peoples of Europe, North Africa, or the Middle East. |
| Black/African American | Report the number of residents who identify as Black or African American for each Program Type column. The HUD definition for Black/African American is a person having origins in any of the black racial groups of Africa. |
| Asian | Report the number of residents who identify as Asian for each Program Type column. The HUD definition for Asian is a person having origins in any of the |

| | |
|---|---|
| | original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam. |
| American Indian, Alaska Native | Report the number of residents who identify as American Indian or Alaska Native for each Program Type column. The HUD definition for American Indian/Alaska Native is a person having origins in any of the original peoples of North and South America (including Central America) and who maintains a tribal affiliation or community attachment. |
| Pacific Islander | Report the number of residents who identify as Pacific Islander for each Program Type column. The HUD definition for Pacific Islander is a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands. |
| Other | Report the number of residents who identify with a race not included in any of the categories listed above as Other, for each Program Type column. |

## DATA ENTRY: ETHNICITY OF RESIDENTS TABLE

This table displays the ethnic composition of residents for each public housing program. Default Data Source: Public and Indian Housing Information Center (PIC).

**Ethnicity of Residents**

| | Program Type | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| Ethnicity | Certificate | Mod-Rehab | Public Housing | Vouchers | | | | | |
| | | | | Total | Project-based | Tenant-based | Special Purpose Vouchers | | |
| | | | | | | | Veterans Affairs Supportive Housing | Family Unification Program | Disabled* |
| Hispanic | 21 | 24 | | | | | 21 | | |
| Not Hispanic | 157 | 229 | | | | | 157 | | |

*Includes Non-Elderly Disabled, Mainstream One-Year, Mainstream Five-Year, and Nursing Home Transition

| **Field**<br>***Indicates required field** | **Description** |
|---|---|
| For each Program Type column, report the number of residents who are Hispanic and non-Hispanic. | |
| Hispanic | Of the total number of residents of all races, report the number who are of Hispanic ethnicity, for each Program Type column. |
| Not Hispanic | Of the total number of residents of all races, report the number of residents who are of non-Hispanic ethnicity, for each Program Type column. |

## DATA ENTRY: ADDITIONAL NARRATIVE

| Field<br>***Indicates required field*** | **Description** |
|---|---|
| Section 504 Needs Assessment: Describe the needs of public housing tenants and applicants on the waiting list for accessible units. | Provide a narrative describing the needs of public housing tenants and applicants on the waiting list for accessible units. Consult with PHA or refer to 504 Needs Assessment of public housing projects to identify needs of tenants and applicants on waiting list for accessible units as required by 24 CFR 8.25. |
| What are the number and type of families on the waiting lists for public housing and Section 8 tenant-based rental assistance? Based on the information above, and any other information available to the jurisdiction, what are the most immediate needs of residents of public housing and Housing Choice voucher holders? | Provide additional narrative highlighting the most immediate needs of residents of public housing and Housing Choice Voucher holders based on the information above, and any other local data used to substantiate needs. |
| How do these needs compare to the housing needs of the population at large? | Provide a narrative describing how the needs of public housing tenants/Housing Choice Vouchers holders and applicants on the waiting list for accessible units compare to the housing needs of the population at large. |
| Discussion: | Describe the key points of the information presented above. |

## NA-40 Homeless Needs Assessment

Regulation Citation: 24 CFR 91.205(c), 91.305(c), 91.405

### OVERVIEW

The plan must describe the nature and extent of unsheltered and sheltered homelessness, including rural homelessness, within the jurisdiction. At a minimum, the recipient must use data from the Homeless Management Information System (HMIS) and data from the Point-In-Time (PIT) count conducted in accordance with HUD standards. The plan must estimate the following for each category of homeless population:

- the number of persons experiencing homelessness on a given night;
- the number of persons who experience homelessness each year;
- the number of persons who lose their housing and become homeless each year;
- the number of persons who exit homelessness each year; and
- the number of days that persons experience homelessness.

The plan also must contain a brief narrative description of the nature and extent of homelessness by racial and ethnic group, to the extent information is available.

This page includes the following:

1. Introduction
2. Homeless Needs Table
3. Rural Homelessness
4. Nature and Extent of Homelessness by Race and Ethnicity
5. Sheltered and Unsheltered
6. Discussion

### DATA ENTRY: INTRODUCTION

| **Field**<br>***Indicates required field** | **Description** |
|---|---|
| Introduction | Use the Introduction to provide a summary of the information presented below. |

## DATA ENTRY: HOMELESS NEEDS TABLE

This table collects the homeless estimates required by the regulations. Default Data Source: None. Grantees must consult with their local Continuum of Care to generate this data for the grantee's jurisdiction. States and local jurisdictions with multiple Continuums of Care should present combined data across for ALL Continuums within the geographic area of the jurisdiction.

| Population | Sheltered | Unsheltered | Estimate the # experiencing homelessness each year | Estimate the # becoming homeless each year | Estimate the # exiting homelessness each year | Estimate the # of days persons experience homelessness |
|---|---|---|---|---|---|---|
| Persons in Households with Adult(s) and Child(ren) | | | | | | |
| Persons in Households with Only Children | | | | | | |
| Persons in Households with Only Adults | | | | | | |
| Chronically Homeless Individuals | | | | | | |
| Chronically Homeless Families | | | | | | |
| Veterans | | | | | | |
| Unaccompanied Youth | | | | | | |
| Persons with HIV | | | | | | |

| **Field**<br>***Indicates required field** | **Description** |
|---|---|
| For each of the homeless populations listed (each row), provide the following: | |
| Sheltered | Provide an estimate for the number of sheltered persons experiencing homelessness on a given night for each of the homeless populations. Include adults, children, and youth residing in shelters for the homeless. "Shelters" include all emergency shelters and transitional shelters for the homeless, including domestic violence shelters, residential programs for runaway/homeless youth, and any hotel/motel/apartment voucher arrangements paid by a public/private agency because the person or family is homeless.<br>Do not count (1) persons who are living doubled up in conventional housing; (2) formerly homeless persons who are residing in Section 8 SRO, Shelter Plus Care, SHP permanent housing, or other permanent housing units; (3) children or unaccompanied youth, who because of their own or a parent's homelessness or abandonment, now reside temporarily and for a short anticipated duration in hospitals, residential treatment facilities, emergency foster care, detention facilities, and the like; and (4) adults living in mental health facilities, chemical dependency facilities, or criminal justice facilities. |
| Unsheltered | Provide an estimate for the number of unsheltered persons experiencing homelessness on a given night for each of the homeless populations. Count adults, children, and unaccompanied youth sleeping in places not meant for human habitation. Places not meant for human habitation include streets, parks, alleys, |

| | |
|---|---|
| | parking ramps, parts of the highway system, transportation depots, and other parts of transportation systems (e.g., subway tunnels, railroad cars), all-night commercial establishments (e.g., movie theaters, Laundromats, restaurants), abandoned buildings, building roofs or stairwells, chicken coops and other farm outbuildings, caves, campgrounds, vehicles, and other similar places. |
| Estimate the # experiencing homelessness each year. | Provide an estimate for the number of persons experiencing homelessness each year for each of the homeless populations. |
| Estimate the # becoming homeless each year. | Provide an estimate for the number of persons who lose their housing and become homeless each year for each of the homeless populations. If this data is not available, use the narrative to address this field. |
| Estimate the # exiting homelessness each year. | Provide an estimate for the number of persons exiting homelessness each year for each of the homeless population. If this data is not available, use the narrative to address this field. |
| Estimate the # of days persons experience homelessness. | Provide an estimate for the number of days persons experience homelessness for each of the homeless populations. If this data is not available, use the narrative to address this field. |

## DATA ENTRY: RURAL HOMELESS NEEDS

The grantee must specify if some of the homeless population is located in rural areas by answering "None", "Some", or "All" to the Population includes Rural Homeless question. Based on the selected answer, the page will change the narrative questions on the screen. Default Data Source: None. Grantees must consult with their local Continuum of Care to generate this data for the grantee's jurisdiction.

| **Field**<br>***Indicates required field*** | **Description** |
|---|---|
| ***For grantees who answer "Some" or "All" to the rural homeless question:*** | |
| Describe the jurisdiction's Rural Homeless Population. | For persons in rural areas describe the nature and extent of unsheltered and sheltered homelessness with the jurisdiction. Additionally, include a description of the individuals and families that are at risk of homelessness in those areas. |
| ***For grantees who answer "Some" to the rural homeless question:*** | |
| For persons in rural areas who are homeless or at risk of homelessness, describe the nature and extent of unsheltered and sheltered homelessness with the jurisdiction. | Describe the unique characteristics of the homeless population within the rural areas of the jurisdiction and provide estimates in terms of the number of homeless on any given night and the total number to experience homelessness in a year. . |

| | |
|---|---|
| If data is not available for the categories "number of persons becoming and exiting homelessness each year," and "number of days that persons experience homelessness," describe these categories for each homeless population type (including chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth). | Self-explanatory. |

## DATA ENTRY: RACE AND ETHNICITY OF HOMELESS TABLE

This table collects race and ethnicity data for the jurisdiction's homeless population, to the extent that it is available.

**Nature and Extent of Homelessness (Optional)**

| Race: | Sheltered | Unsheltered (optional) |
|---|---|---|
| White | | |
| Black or African American | | |
| Asian | | |
| American Indian or Alaska Native | | |
| Pacific Islander | | |
| **Ethnicity:** | | |
| Hispanic | | |
| Not Hispanic | | |

| **Field**<br>***Indicates required field** | **Description** |
|---|---|
| | |
| Sheltered | For each race and ethnicity, provide the number of sheltered homeless persons within the jurisdiction, to the extent that this information is available. |
| Unsheltered | For each race and ethnicity, provide the number of unsheltered homeless persons within the jurisdiction, to the extent that this information is available. |

## DATA ENTRY: ADDITIONAL NARRATIVE

| **Field**<br>***Indicates required field** | **Description** |
|---|---|
| Estimate the number and type of families in need of housing assistance for families with children and the families of veterans. | Use this field to support the estimates provided in the table above. |
| Describe the nature and extent of homelessness by racial and ethnic group. | Use this field to support the information provided in the table above, to the extent that it is available. |
| Describe the nature and extent of unsheltered and sheltered homelessness, including rural homelessness. | Provide a narrative describing the nature and the extent of homelessness in terms of unsheltered and sheltered persons, including rural homelessness, within the jurisdiction. This information should support and further describe the estimates provided in the table above. |
| Discussion | Use this field to provide additional narrative regarding the information provided on this page. |

# NA-45 Non-Homeless Special Needs Assessment

Regulation Citation: 24 CFR 91.205(b, d), 91.305(b, d), 91.405

## OVERVIEW

The plan should describe, to the extent practicable, the housing needs of persons who are not homeless but require supportive housing. This includes but is not limited to:

- the elderly (defined as 62 and older);
- the frail elderly (defined as an elderly person elderly person who requires assistance with three or more activities of daily living, such as bathing, walking, and performing light housework);
- persons with mental, physical, and/or developmental disabilities;
- persons with alcohol or other drug addiction;
- persons with HIV/AIDS and their families; and
- victims of domestic violence, dating violence, sexual assault, and stalking.

For a jurisdiction seeking funding on behalf of an eligible metropolitan statistical area under the HOPWA program, the needs described for housing and supportive services must address the unmet needs of low-income persons with HIV/AIDS and their families throughout the eligible metropolitan statistical area. The HOPWA and the HIV Housing Need tables are presented only if the grantee is a HOPWA grantee (HOPWA program is indicated in the Administration screen).

This page includes the following sections:

1. Introduction
2. HOPWA Table (HOPWA Grantees Only)
3. HIV Housing Need (HOPWA Grantees Only)
4. Special Needs Populations
5. Additional Narratives
6. Discussion

## DATA ENTRY: INTRODUCTION

| **Field**<br>***Indicates required field** | **Description** |
|---|---|
| Introduction | Use the Introduction to preface and summarize the information that will be included in the remaining sections of the non-homeless special needs assessment. |

## DATA ENTRY: HOPWA TABLE (HOPWA GRANTEES ONLY)

Default Data Source: Centers for Disease Control and Prevention HIV Surveillance.

**HOPWA**

| **Current HOPWA formula use:** | |
|---|---|
| Cumulative cases of AIDS reported | |
| Area incidence of AIDS | |
| Number of new cases prior year (3 years of data) | |
| Rate per population | |
| | |
| **Current HIV surveillance data:** | |
| Number of Persons living with HIV (PLWH) | |
| Area Prevalence (PLWH per population) | |
| Number of PLWA (AIDS only) | |
| Number of new HIV cases reported last year | |

| | Displayed (current is greyed) | Used in Report | | |
|---|---|---|---|---|
| Data Source: | Default Data | | CDC HIV Surveillance | |
| | Alternate Data | | | Delete Data Set |

| **Field**<br>***Indicates required field** | **Description** |
|---|---|
| Cumulative cases of AIDS reported | Self-explanatory. |
| Area incidence of AIDS | Self-explanatory. |
| Number of new cases prior year (3 years of data) | Self-explanatory. |
| Rate per population | Self-explanatory. |
| Number of persons living with HIV (PLWH) | Self-explanatory. |
| Area Prevalence (PLWH per population) | Self-explanatory. |
| Number of PLWA (AIDS only) | Self-explanatory. |
| Number of new HIV cases reported last year | Self-explanatory. |

## DATA ENTRY: HIV HOUSING NEED (HOWPA GRANTEES ONLY)

Default Data Sources: HOPWA Performance Data based on the HOPWA Consolidated Annual Performance and Evaluation Report (CAPER) and the HOPWA Beneficiary Verification Worksheet submitted by the grantee 90 days following the end of the operating year.

**HIV Housing Need (HOWPA Grantees Only)**

| | Prior Estimates | Estimate updates (if any) | Source/Comments |
|---|---|---|---|
| TBRA | | | |
| PH in facilities | | | |
| STRMU | | | |
| ST or TH facilities | | | |
| PH placement | | | |

| | Displayed (current is greyed) | Used in Report | | |
|---|---|---|---|---|
| Data Source: | Default Data | | CDC HIV Surveillance | |
| | Alternate Data | | | Delete Data Set |

| Field<br>***Indicates required field*** | Description |
|---|---|
| For each row (Housing Type), provide prior estimates, estimate updates (if any) and a note regarding source information or comments. | |
| TBRA | Tenant-Based Rental Assistance |
| PH in facilities | Permanent Housing in facilities |
| STRMU | Short Term Rent, Mortgage, and Utility Assistance |
| ST or TH facilities | Short-Term and Transitional Housing in facilities |
| PH placement | Placement into Permanent Housing |

## DATA ENTRY: ADDITIONAL NARRATIVE

| **Field**<br>***Indicates required field** | **Description** |
|---|---|
| Describe the characteristics of special needs populations in your community. | Provide a narrative summary describing the characteristics of special needs populations in your community. |
| What are the housing and supportive service needs of these populations and how are these needs determined? | Provide a narrative summary of the housing and supportive service needs of these populations. |
| Discuss the size and characteristics of the population with HIV/AIDS and their families within the eligible metropolitan statistical area. | Provide a narrative summary identifying the size and characteristics of the population with HIV/AIDS and their families that will be served in the metropolitan area. |
| Discussion | Use this field to provide additional narrative regarding the information provided on this page. |

## NA-50 Non-Housing Community Development Needs

Regulation Citation: 24 CFR 91.215(f), 91.315(f), 91.415

### OVERVIEW

For CDBG grantees, the plan must provide a concise summary of the jurisdiction's priority non-housing community development needs eligible for assistance under HUD's community development programs by CDBG eligibility category.

This screen collects information related to the needs for public facilities, public improvements, and public services. Information related to economic development needs is collected on MA-45 Non-Housing Community Development Assets.

### DATA ENTRY: NARRATIVE

The table below includes the data entry fields for this screen.

| **Field**<br>***Indicates required field** | **Description** |
|---|---|
| Describe the jurisdiction's need for public facilities. | • Senior centers<br>• Handicapped centers<br>• Homeless facilities<br>• Youth centers<br>• Childcare centers<br>• Neighborhood facilities<br>• Fire stations/equipment<br>• Health facilities<br>• Parks, recreational facilities<br>• Facilities for special needs populations<br>• Other (specify) |
| How were these needs determined? | Describe the basis for the needs described, including input from consultations, public participation, and any local studies or reports. |
| Describe the jurisdiction's need for public improvements. | • Street improvements<br>• Sidewalks<br>• Water/sewer improvements<br>• Flood drainage improvements<br>• Parking facilities<br>• Tree planting<br>• Other (specify) |
| How were these needs | Describe the basis for the needs described, including the capital |

| | |
|---|---|
| determined? | improvement plan, input from consultations, public participation, and any local studies or reports. |
| Describe the jurisdiction's need for public services. | • Homeless/AIDS patients programs<br>• Senior services<br>• Handicapped services<br>• Legal services<br>• Youth services<br>• Transportation services<br>• Substance abuse services<br>• Services for battered/abused spouses<br>• Employment training<br>• Crime awareness/prevention<br>• Housing counseling<br>• Childcare services<br>• Health services<br>• Services for abused/neglected children<br>• Mental health services<br>• Other (specify) |
| How were these needs determined? | Describe the basis for the needs described, including input from consultations, public participation, and any local studies or reports. |

# MARKET ANALYSIS

The purpose of the Market Analysis is to provide a clear picture of the environment in which the jurisdiction must administer its programs over the course of the Consolidated Plan . In conjunction with the Needs Assessment, the Market Analysis will provide the basis for the Strategic Plan and the programs and projects to be administered.

Most of the data tables in this section will be prepopulated with a default data set based on the most recent data available. Grantees can replace or supplement these data with alternative data sources. Grantees also can support the data tables they present with GIS maps, GIS data sets, images, and custom data tables.

The template is based on the regulations and include the following sections:

**General Characteristics of the Housing Market**

The plan must describe the significant characteristics of the jurisdiction's housing market, including the supply, demand, and condition and cost of housing. The template provides a baseline of this information for the jurisdiction on the following screens:

- MA-10 Number of Housing Units
- MA-15 Cost of Housing
- MA-20 Condition of Housing

To the extent information is available, the plan should include an estimate of the number of vacant or abandoned buildings and whether units in these buildings are suitable for rehabilitation.  The plan must also identify and define and describe areas of low-income concentration and areas of minority concentration on MA-50 Needs and Market Analysis Discussion.

**Lead-based Paint Hazards**

The plan must estimate the number of housing units within the jurisdiction that are occupied by low-income families or moderate-income families that contain lead-based paint hazards. This information is collected on MA-20 Condition of Housing.

**Public and Assisted Housing**

The plan must describe and identify the public housing developments and public housing units in the jurisdiction, the physical condition of such units, the restoration and revitalization needs, Section 504 needs, and the public housing agency's strategy for improving the management and operation of such public housing and for improving the living environment of low- and moderate-income families residing in public housing. This information is collected on MA-25 Public and Assisted Housing.

## Assisted Housing

The plan must include a description of the number and targeting (income level and type of family served) of units currently assisted by local, state, or Federally funded programs and an assessment of whether any such units are expected to be lost from the assisted housing inventory for any reason, such as expiration of Section 8 contracts. This information is collected on MA-10 Number of Housing Units.

## Facilities, Housing, and Services for Homeless Persons

The plan must include a brief inventory of facilities, housing, and services that meet the needs of homeless persons within the jurisdiction, particularly chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth. The inventory of services must include both services targeted to homeless persons and mainstream services, such as health, mental health, and employment services to the extent those services are used to complement services targeted to homeless persons. This information is collected on MA- 30 Homeless Facilities and Services.

## Special Need Facilities and Services

The plan must describe the housing stock available to serve persons with disabilities and other low-income persons with special needs, including persons with HIV/AIDS and their families. The plan must describe, to the extent information is available, the facilities and services that assist persons who are not homeless but who require supportive housing and programs for ensuring that persons returning from mental and physical health institutions receive appropriate supportive housing. This information is collected on MA-35 Special Needs Facilities and Services.

## Barriers to Affordable Housing

The plan must describe any regulatory barriers to affordable housing, including public policies that affect the cost of housing and the incentives to develop, maintain, or improve affordable housing in the jurisdiction. These include tax policies affecting land and other property, land use controls, zoning ordinances, building codes, fees and charges, growth limits, and policies that affect the return on residential investment.

# MA-05 Overview

Regulation Citation(s): None

## OVERVIEW

While not required, the market analysis overview provides a place to summarize the key points of each section of the market analysis and can set basis for some of the funding priorities that must be described in the Strategic Plan. A thorough overview will touch on the key points of the following sections:

- the significant characteristics of the jurisdiction's housing market in general, including the supply, demand, and condition and cost of housing;
- the housing stock available to serve persons with disabilities and other special needs;
- the condition and needs of public and assisted housing;
- a brief inventory of facilities, housing, and services that meet the needs of homeless persons;
- regulatory barriers to affordable housing;  and
- the significant characteristics of the jurisdiction's economy.

## DATA ENTRY: MARKET ANALYSIS OVERVIEW

| **Field**<br>***Indicates required field** | **Description** |
|---|---|
| Housing Market Analysis Overview | Use this field to preface and summarize the key points that will be found within each section of the market analysis. |

# MA-10 Number of Housing Units

Regulation Citation(s): 24 CFR 91.210(a) and (b)(2), 91.310(a), 91.410

## OVERVIEW

1. Introduction
2. All Rental Properties by Number of Units
3. Unit Size by Tenure
4. Additional Narrative

## DATA ENTRY: INTRODUCTION

| **Field**<br>***Indicates required field** | **Description** |
|---|---|
| Introduction | Describe the number of housing units and the types of housing structures in your jurisdiction. |

## DATA ENTRY: ALL RENTAL PROPERTIES BY NUMBER OF UNITS TABLE

This table displays the total number of rental units by property type> For each property type, the table will also display the percentage of all rental units that the property type accounts for. Default Data Source: ACS.

**All rental properties by number of units:**

| Property type | Number | % |
|---|---|---|
| 1-unit detached structure | 12438: | 71% |
| 1-unit, attached structure | 5968 | 3% |
| 2-4 unitsStr | 23713 | 14% |
| 5-20 unitsStr | 7366 | 4% |
| More than 20 unitsStr | 12172 | 7% |
| Mobile Home, boat, RV, van, etc | 442 | 0% |
| TOTAL | 17404 | 100% |

| **Field**<br>***Indicates required field** | **Description** |
|---|---|
| For each of the following property types, indicate the **number of rental units** within the jurisdiction. | |
| 1-unit detached structure | The number of rental units that are detached structures with 1 unit. |

| | |
|---|---|
| 1-unit, attached structure | The number of rental units that are attached structures with 1 unit. |
| 2-4 units | The number of rental units that are in structures with 2-4 units. |
| 5-20 units | The number of rental units that are in structures with 5-20 units. |
| More than 20 units | The number of rental units that are in structures with more than 20 units. |
| Mobile Home, boat, RV, van, etc. | The number of rental units that are mobile homes, boats, RVs, vans, etc.<br>NOTE: HUD may not consider these housing unit structures for the use of Federal funding. |

## DATA ENTRY: UNIT SIZE BY TENURE TABLE

This table displays the number of housing units by unit size (number of bedrooms) and tenure type. For each tenure type, the table displays the portion of total units attributed to each unit size . Default Data Source: ACS.

| Unit Size by Tenure | Owners | | Renters | |
|---|---|---|---|---|
| | Number | % | Number | % |
| No bedroom | 491 | 1% | 2678 | 7% |
| 1 bedroom | 1745 | 2% | 13310 | 36% |
| 2 bedrooms | 11496 | 13% | 12928 | 35% |
| 3+ bedrooms | 74072 | 84% | 7663 | 21% |
| TOTAL | 87804 | 100% | 36579 | 99% |

| **Field**<br>***Indicates required field** | **Description** |
|---|---|
| For each size of unit (each row), provide the following: | |
| Owners: Number and % | Provide the number and percentage of owners for each size of unit. |
| Renters: Number and % | Provide the number and percentage of renters for each size of unit. |

## DATA ENTRY: ADDITIONAL NARRATIVE

| Field<br>**Indicates required field* | Description |
|---|---|
| Describe the number and targeting (income level/type of family served) of units assisted with federal, state, and local programs. | Provide a summary narrative describing the number of units and housing types assisted with federal, state, and local programs. |

| | |
|---|---|
| Provide an assessment of units expected to be lost from the affordable housing inventory for any reason, such as expiration of Section 8 contracts. | Provide a narrative identifying the number of units expected to be lost from the affordable housing inventory. |
| Does the availability of housing units meet the needs of the population? | Specify whether the housing units available meet the needs of the population and either provide or reference data to support these findings. |
| Describe the need for specific types of housing. | Describe which housing types are not being provided by the market. |
| Discussion | Use this field to provide additional narrative regarding the information provided on this page. |

# MA-15 Cost of Housing

Regulation Citation: 24 CFR 91.210(a), 91.310(a), 91.410

## OVERVIEW

1. Introduction
2. Cost of Housing Table
3. Rent Paid Table
4. Housing Affordability Table
5. Rents Table
6. Additional Narrative

## DATA ENTRY: INTRODUCTION

| **Field**<br>***Indicates required field** | **Description** |
|---|---|
| Introduction | Provide a brief narrative summary describing the cost of housing, housing trends, fair market rents, affordability, and the housing inventory. |

## DATA ENTRY: COST OF HOUSING TABLE

Grantees can change these data for the base year and will enter the most recent year of data. The percent changes of the Median Home Value and Median Contract Rent rows are automatically calculated. Default Data Source: ACS, base year.

**Cost of Housing**

| | Base Year: | Most Recent Year: | % Change |
|---|---|---|---|
| Median Home Value | | | |
| Median Contract Rent | | | |

| **Field**<br>***Indicates required field** | **Description** |
|---|---|
| For each year (each column), provide the following. | |
| Median Home Value | The Median Home Value is the value at which half of the homes are valued above and half of the homes are valued below the average. |

| | |
|---|---|
| Median Contract Rent | The Median Contract Rent is the value at which half of the rents are above and half of the rents are below the average. Contract Rent is the monthly rent agreed to or contracted for, regardless of any furnishings, utilities, fees, meals, or services that may be included. |

## RENT PAID TABLE

Default Data Source: ACS. Alternative Data Source: Apartment Association Market Survey.

| Rent Paid | Number | % |
|---|---|---|
| Less than $500 | 4050 | 11.08% |
| $500-999 | 15039 | 41.12% |
| $1,000-1,499 | 13699 | 37.45% |
| $1,500-1,999 | 2899 | 7.93% |
| $2,000 or more | 892 | 2.44% |
| TOTAL | 36579 | 100% |

| **Field**<br>***Indicates required field** | **Description** |
|---|---|
| For each range of contract rent (each row), provide the number of rental units in that range. | |
| Less than $500 | The number of rental units that have Contract Rents less than $500. |
| $500-999 | The number of rental units that have Contract Rents ranging from $500 to $999. |
| $1,000-$1,499 | The number of rental units that have Contract Rents ranging from $1,000 to $1,499. |
| $1,500-$1,999 | The number of rental units that have Contract Rents ranging from $1,500 to $1,999. |
| $2,000 or more | The number of rental units that have Contract Rents of $2,000 or more. |

## HOUSING AFFORDABILITY TABLE

Default Data Source: CHAS.

| Housing Affordability<br>% of Units affordable to Households earning: | Renter | Owner |
|---|---|---|
| 30% HAMFI | 2310 | No Data |
| 50% HAMFI | 6109 | 1092 |
| 80% HAMFI | 17653 | 3035 |
| 100% HAMFI | No Data | 4136 |

| **Field**<br>***Indicates required field** | **Description** |
|---|---|
| For each income range (each row), provide the number of affordable rental and owner units. | |

| | |
|---|---|
| Rental | The number of affordable rental units for each income range. A rental unit is considered affordable if gross rent, including utilities, is no more than 30% of the household income. If not using the default data set, briefly describe how affordability was calculated. |
| Owner | The number of affordable owner units for each income range. An owner unit is considered affordable if monthly housing costs, including principal and interest, taxes, and insurance, are no more than 30% of the household income. If not using the default data set, briefly describe how affordability was calculated. |

## RENTS TABLE

Default Data Sources: HUD Fair Market Rents and HUD HOME Rents.

| **Monthly Rent ($)** | Efficiency (no bedroom) | 1 Bedroom | 2 Bedroom | 3 Bedroom | 4 Bedroom |
|---|---|---|---|---|---|
| Fair Market Rent | | | | | |
| High HOME Rent | | | | | |
| Low HOME Rent | | | | | |

| **Field**<br>***Indicates required field** | **Description** |
|---|---|
| For each unit size, the following rents are provided: | |
| Fair Market Rent | Fair Market Rents (FMRs) are gross rent estimates that include rent plus the cost of all tenant-paid utilities. FMRs are set to the dollar amount at which 40% of the standard-quality rental housing units are rented, excluding non-market rental housing (e.g., public housing). For jurisdictions within a metro area, the FMR is based on the metro area. For jurisdictions outside of a metro area, the FMR is calculated at the county level. |
| High HOME Rent | High HOME Rents are equal to the FMR or 30% of the adjusted income of a family whose income equals 65% AMI, whichever is lower. |
| Low HOME Rent | Low HOME Rents are equal to 30% of the adjusted income of a family whose income equals 50% AMI. |

## DATA ENTRY: ADDITIONAL NARRATIVE

| **Field**<br>***Indicates required field** | **Description** |
|---|---|
| Is there sufficient housing for households at all income levels? | Indicate whether there is sufficient housing for households at all income levels. Include your data source and briefly describe how you reached this conclusion. |
| How is affordability of housing | Provide a narrative summary describing how affordability of housing is |

| | |
|---|---|
| likely to change considering changes to home values and/or rents? | likely to change considering changes to home values and/or rents. Include your data source and briefly describe how you reached this conclusion. |
| How do HOME Rents/FMRs compare to area median rents? How might this have an impact on your strategy to produce or preserve affordable housing? | Provide a brief comparison of HOME Rents/FMRs to the area's median rents. Indicate how the characteristics of the housing market will influence the use of funds made available for rental assistance, production of new units, rehabilitation of old units, or acquisition of existing units. For example, if the area's median rents are much higher that the HOME Rents/FMRs, then your strategy should reflect programs that produce or preserve affordable housing. |
| Discussion | Use this field to provide additional narrative regarding the information provided on this page. |

# MA-20 Condition of Housing

Regulation Citation: 24 CFR 91.210(a), 91.310(a), 91.410

## OVERVIEW

1. Narrative
2. Condition of Units
3. Year Unit Built
4. Risk of Lead-Based Paint Hazard
5. Vacant Units
6. Additional Narrative

## DATA ENTRY: NARRATIVE

The table below includes the data entry fields for this screen.

| **Field**<br>***Indicates required field** | **Description** |
|---|---|
| Introduction | Based on information available to the jurisdiction, describe the significant characteristics of the housing market in terms of supply, demand, condition, and the cost of housing; the housing stock available to serve persons with disabilities; and to serve persons with HIV/AIDS and their families. |
| Describe the jurisdiction's definition for "standard condition" and "substandard condition but suitable for rehabilitation." | "Standard" Examples:<br>Meets HUD Housing Quality Standards (HQS).<br>Meets all state and local codes.<br>"Substandard" Example:<br>The unit is in poor condition and it is both structurally and financially feasible to rehabilitate. |

## DATA ENTRY: CONDITION OF UNITS TABLE

This table displays the number of housing units, by tenure, based on the number of "conditions" the units has. Selected conditions are similar to housing problems in the needs assessment and include (1) lacks complete plumbing facilities, (2) lacks complete kitchen facilities, (3) more than one person per room, and (4) cost burden greater than 30%. The table also calculates the percentage of total units that category represents. Default Data Source: ACS.

| Condition of Units | Owner-Occupied | | Renter-Occupied | |
|---|---|---|---|---|
| | Number | % | Number | % |
| With one selected Condition | 34240 | 39% | 17249 | 47% |
| With two selected Conditions | 766 | 1% | 1934 | 5% |
| With three selected Conditions | 199 | 0% | 17 | 0% |
| With four selected Conditions | 20 | 0% | 67 | 0% |
| No selected Conditions | 52579 | 60% | 17312 | 47% |
| TOTAL | 87,804 | 100% | 36,575 | 99% |

| **Field**<br>***Indicates required field** | **Description** |
|---|---|
| For each tenure (each column), the following information is provided: | |
| With one selected Condition | Indicate the number of units with one of the four housing conditions. |
| With two selected Conditions | Indicate the number of units with two of the four housing conditions. |
| With three selected Conditions | Indicate the number of units with three of the four housing conditions. |
| With four selected Conditions | Indicate the number of units with all four housing conditions. |

## DATA ENTRY: YEAR UNIT BUILT TABLE

Default Data Source: ACS.

| Year Unit Built | Owner-Occupied | | Renter-Occupied | |
|---|---|---|---|---|
| | Number | % | Number | % |
| 2000 or later | 2264 | 3% | 1414 | 4% |
| 1980-1999 | 6222 | 7% | 3925 | 11% |
| 1950-1979 | 43891 | 50% | 19038 | 52% |
| Before 1950 | 35427 | 40% | 12202 | 33% |
| TOTAL | 87,804 | 100% | 36,575 | 100% |

| **Field**<br>***Indicates required field** | **Description** |
|---|---|
| For each tenure (each column), report the number of housing units based on the year built. | |
| 2000 or later | The number of housing units built in 2000 or later. |
| 1980-1999 | The number of housing units built in 1980-1999. |
| 1950-1979 | The number of housing units built in 1950-1979. |

| | |
|---|---|
| Before 1950 | The number of housing units built before 1950. |
| Total | Calculated |

## DATA ENTRY: RISK OF LEAD-BASED PAINT HAZARD TABLE

The plan must estimate the number of housing units that contain lead-based paint hazards and the number of those units that are occupied by extremely low-income, low-income, and moderate-income families. For the purposes of this plan, the number of units built before 1980 occupied by households with children serves as a default baseline of units that contain lead-based paint hazards. Jurisdictions are encouraged to use an alternate data source if one is available. Default Data Source: CHAS.

| Risk of Lead-Based Paint Hazard | Owner-Occupied | | Renter-Occupied | |
|---|---|---|---|---|
| | Number | % | Number | % |
| Total Number of Units Built Before 1980. | 79318 | 90% | 31240 | 85% |
| Housing units built before 1980 with children present | 18232 | 21% | 13055 | 36% |

| | Displayed (current is greyed) | Used in Report | | |
|---|---|---|---|---|
| Data Source: | Default Data | | ACS Data | |
| | Alternate Data | | Notes: | Delete Data Set |

| Field<br>***Indicates required field*** | Description |
|---|---|
| For each tenure (each column), report the following. | |
| Total Number of Units Built Before 1980 | These are units that may pose a lead-based paint threat. |
| Housing units built before 1980 with children present | These are units that pose the greatest threat of lead poisoning. |
| | |

## DATA ENTRY: VACANT UNITS TABLE

Estimate the number of vacant or abandoned buildings and whether units in the building are suitable for rehabilitation to the extent information is available. Default Data Source: None. Local data are the only source of data.

**Vacant Units**

| | Suitable for Rehabilitation | Not suitable for Rehabilitation | Total |
|---|---|---|---|
| Vacant Units | | | *0* |
| *Abandoned Vacant Units* | | | *0* |
| REO Properties | | | *0* |
| *Abandoned REO Properties* | | | *0* |

| Data Source: Alternate Data | Notes: | Delete Data Set |
|---|---|---|

| Field<br>***Indicates required field*** | Description |
|---|---|
| For each type of property, report the number of units suitable for rehabilitation and those not suitable for rehabilitation, based on the jurisdiction's definition of "substandard but suitable for rehabilitation." | |
| Vacant Units | Vacant units include those for lease and those for sale without occupants. |
| Abandoned Vacant Units | Report the number of vacant units that meet the NSP definition of "abandoned": A home or residential property is abandoned if either:<br>mortgage, tribal leasehold, or tax payments are at least 90 days delinquent;<br>a code enforcement inspection has determined that the property is not habitable and the owner has taken no corrective actions within 90 days of notification of the deficiencies; or<br>the property is subject to a court-ordered receivership or nuisance abatement related to abandonment pursuant to state or local law or otherwise meets a state definition of an abandoned home or residential property. |
| REO Properties | REO properties are properties owned by lenders as a result of foreclosure. |
| Abandoned REO Properties | Lender-owned properties that meet the 'abandoned' definition listed above. |

## DATA ENTRY: ADDITIONAL NARRATIVE

| **Field** **Indicates required field* | **Description** |
|---|---|
| Describe the need for owner and rental rehabilitation based on the condition of the jurisdiction's housing. | Provide a narrative summary describing the need for owner and rental rehabilitation based on the condition of the jurisdiction's housing. |
| Estimate the number of housing units within the jurisdiction that are occupied by low- or moderate-income families that contain lead-based paint hazards (91.205(e), 91.405). | Provide a narrative summary estimating the number of housing units within the jurisdiction that are occupied by low- or moderate-income families that contain lead-based paint hazards. |
| Discussion | Use this field to provide additional narrative regarding the information provided on this page. |

## MA-25 Public and Assisted Housing

Regulation Citation: 24 CFR 91.210(b), 91.410

### OVERVIEW

The plan must provide a concise summary of the needs of public housing, including:

- Identification of the public housing developments in the jurisdiction;
- the number of public housing units;
- the physical condition of such units;
- the restoration and revitalization needs of the units housing;
- the number of families on public housing and tenant-based waiting lists; and
- the results from the Section 504 Needs Assessment of public housing projects located within its boundaries.

The jurisdiction may address this part by cross-referencing and attaching relevant portions of the PHA plan available at http://www.hud.gov/offices/pih/pha. However, supplementary information necessary to complete this part may also be required. For example, the jurisdiction must describe the manner in which its plan will help address the needs of public housing, the jurisdiction's activities to encourage public housing residents to become more involved in management and participate in homeownership, and, for "troubled" public housing agencies, the manner in which the state or unit of general local government will provide financial or other assistance to such troubled public housing agencies in improving their operations to remove such designations.

This screen contains the following sections:
1. Introduction
2. Total Number of Units Table
3. Condition of Public Housing Units
4. Additional Narrative

### DATA ENTRY: INTRODUCTION

| **Field**<br>***Indicates required field** | **Description** |
|---|---|
| Introduction | Provide a concise summary of the needs of public housing, including identifying the public housing developments in the jurisdiction, the number of public housing units, the physical condition of such units, the restoration and revitalization needs of public housing projects, and other factors, including the number of families on public housing and tenant-based waiting |

| | |
|---|---|
| | lists and results from the Section 504 Needs Assessment of public housing projects located within its boundaries (i.e., assessment of the needs of tenants and applicants on the waiting list for accessible units as required by 24 CFR 8.25). |

## TOTAL NUMBER OF UNITS TABLE

The jurisdiction shall also include a description of its number and targeting (income level and type of household served) of units currently assisted by local, state, or Federally funded programs and an assessment of whether any such units are expected to be lost from the assisted housing inventory for any reason (e.g., expiration of Section 8 contracts). Default Data Source: PIH Information Center (PIC) provides some of the data presented.

| | Program Type | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| Total Number of Units | Certificate | Mod-Rehab | Public Housing | Vouchers | | | | | |
| | | | | Total | Project-based | Tenant-based | Special Purpose Vouchers | | |
| | | | | | | | Veterans Affairs Supportive Housing | Family Unification Program | Disabled* |
| # of units/vouchers available | 277 | 188 | | 0 | 0 | 0 | | | |
| # of accessible units | N/A | N/A | | N/A | N/A | N/A | N/A | N/A | N/A |

*Includes Non-Elderly Disabled, Mainstream One-Year, Mainstream Five-Year, and Nursing Home Transition

| | Displayed | Used in Report | | |
|---|---|---|---|---|
| Data Source: | Default Data | ◉ | 2010 CHAS data | |
| | Alternate Data | ○ | Notes: | Delete Data Set |

| Field<br>**Indicates required field* | Description |
|---|---|
| For each program type (each column), report the following: | |
| # of units/vouchers available | Self-explanatory. |
| For each type of PHA development, report the following: | |
| # of accessible units | Self-explanatory. |

## DATA ENTRY: ADDITIONAL NARRATIVE

| Field<br>**Indicates required field* | Description |
|---|---|
| Describe the number and physical condition of public housing units in the jurisdiction, | Provide a brief narrative summary describing the number and physical condition of public housing units in the jurisdiction, including those that are participating in an approved public housing agency plan. |

| | |
|---|---|
| including those that are participating in an approved public housing agency plan. | |

## CONDITION OF PUBLIC HOUSING UNITS TABLE

Default Data Source: PIH Information Center (PIC)

**Public Housing Condition**

| Public Housing Development | Average Inspection Score | |
|---|---|---|
| Elmwood Gardens | 89 | |
| Tyrell Towers | 76 | Delete |
| Add Another | | |

| Field<br>***Indicates required field*** | Description |
|---|---|
| Public Housing Development | The name of the public housing development |
| Average Inspection Score | HUD's Real Estate Assessment Center (REAC) conducts a program of annual physical inspections of public and assisted multifamily housing. Scores range from 0 to 100. The physical inspection scoring is deficiency based; all properties start with 100 points. Each deficiency observed reduces the score by an amount dependent on the importance and severity of the deficiency. For detailed information on how scores are calculated, click the link listed below: http://portal.hud.gov/hudportal/documents/huddoc?id=phasprule.pdf.<br><br>Physical Inspection Scores are available from HUD User at:<br>http://www.huduser.org/portal/datasets/pis.html |

## DATA ENTRY: ADDITIONAL NARRATIVE

| Field<br>***Indicates required field*** | Description |
|---|---|
| Describe the restoration and revitalization needs of public housing units in the jurisdiction. | Provide a brief narrative summary describing the restoration and revitalization needs of public housing units in the jurisdiction. |
| Describe the public housing agency's strategy for improving the living environment of low- and moderate-income families residing in public housing. | Provide a brief narrative summary describing the public housing agency's strategy for improving the living environment of low- and moderate-income families residing in public housing. |
| Discussion | Use this field to provide additional narrative regarding the information |

| | |
|---|---|
| | provided on this page. |

## MA-30 Homeless Facilities and Services

Regulation Citation(s): 24 CFR 91.210(c), 91.310(b), 91.410

### OVERVIEW

The plan must include a brief inventory of facilities, housing, and services that meet the needs of homeless persons within the jurisdiction, particularly chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth. The inventory of services must include both services targeted to homeless persons and mainstream services, such as health, mental health, and employment services to the extent those services are used to complement services targeted to homeless persons.

Jurisdictions should consult the Continuum of Care for access to the most recent Housing Inventory Chart. Note that the fields may not match the fields on the Housing Inventory Chart exactly and some calculation may be necessary. States and local jurisdictions with multiple Continuums of Care will need to compile the Housing Inventory Charts from all of the Continuums within their geographic area.

- Emergency Shelter: Any facility, the primary purpose of which is to provide a temporary shelter for the homeless in general or for specific populations of the homeless, and which does not require occupants to sign leases or occupancy agreements.
- Transitional Housing: Transitional housing. A project that is designed to provide housing and appropriate supportive services to homeless persons to facilitate movement to independent living within 24 months, or a longer period approved by HUD.
- Permanent Supportive Housing: Permanent housing in which supportive services are provided to assist homeless persons with a disability to live independently.

### DATA ENTRY: NARRATIVE

| **Field**<br>***Indicates required field** | **Description** |
|---|---|
| Introduction | Provide a brief summary of the facilities, housing and services that meet the needs of homeless persons within the jurisdiction, particularly chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth. |

## DATA ENTRY: FACILITIES TARGETED TO HOMELESS PERSONS TABLE

Default Data Source: None. Local data are the only source of data.

| Facilities and Housing Targeted to Homeless Households | | | | | |
|---|---|---|---|---|---|
| | Emergency Shelter Beds | | Transitional Housing Beds | Permanent Supportive Housing Beds | |
| | Year Round Beds (Current & New) | Voucher/Seasonal /Overflow Beds | Current & New | Current & New | Under Development |
| Households with Adult(s) and Child(ren) | | | | | |
| Households with Only Adults | | | | | |
| Chronically Homeless Households | | | | | |
| Veterans | | | | | |
| Unaccompanied Youth | | | | | |

| Field<br>**Indicates required field* | Description |
|---|---|
| Households with Adult(s) and Child(ren) | Indicate the number of beds for households with adult(s) and child(ren) for each facility type. |
| Households with Only Adults | Indicate the number of beds for households with only adults for each facility type. |
| Chronically Homeless Households | Indicate the number of beds for chronically homeless households for each facility type. |
| Veterans | Indicate the number of beds for veterans for each facility type. |
| Unaccompanied Youth | Indicate the number of beds for unaccompanied youth for each facility type. |

## DATA ENTRY: ADDITIONAL NARRATIVE

| **Field**<br>***Indicates required field** | **Description** |
|---|---|
| Describe mainstream services, such as health, mental health, and employment services to the extent those services are used to complement services targeted to homeless persons. | List the complementary supportive services available to homeless families in the jurisdiction. Also note any services that are not available or needed. |
| List and describe services and facilities that meet the needs of homeless persons, particularly chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth. If the services and facilities are listed on screen SP-40 Institutional Delivery Structure or screen MA-35 Special Needs Facilities and Services, describe how these facilities and services specifically address the needs of these populations. | Describe the non-mainstream services and facilities that serve the homeless within the jurisdiction. Also note any services or facilities that are needed. |

# MA-35 Special Needs Facilities and Services

Regulation Citation: 24 CFR 91.210(d), 91.310(c), 91.410

## OVERVIEW

The plan must describe, to the extent information is available, facilities and services that assist persons who are not homeless but require supportive housing and programs for ensuring that persons returning from mental and physical health institutions receive appropriate supportive housing.

If the jurisdiction plans to use HOME or other tenant-based rental assistance to assist one or more of these subpopulations, the plan must justify the need for such assistance in its Consolidated Plan.

## DATA ENTRY: NARRATIVE

| **Field**<br>***Indicates required field** | **Description** |
|---|---|
| Introduction | Provide a brief narrative summary of facilities and services that assist persons who are not homeless but who require supportive housing and programs to ensure that those persons returning from mental and physical health institutions receive appropriate supportive housing. |

## HOPWA ASSISTANCE BASELINE TABLE (HOPWA GRANTEES ONLY)

Default Data Sources: HOPWA Consolidated Annual Performance and Evaluation Report (CAPER) and the HOPWA Beneficiary Verification Worksheet submitted by the grantee 90 days following the end of the operating year. “HOPWA Performance Data” will be presented as the source of the data.

**HOPWA Assistance Baseline table**

| Type of HOPWA Assistance | Number of Units Designated or Available for People with HIV/AIDS and their families |
|---|---|
| TBRA | |
| PH in facilities | |
| STRMU | |
| ST or TH facilities | |
| PH placement | |

| | Displayed (current is greyed) | Used in Report | | |
|---|---|---|---|---|
| Data Source: | Default Data | ◉ | 2010 CHAS data | |
| | Alternate Data | ○ | | Delete Data Set |

| Field<br>***Indicates required field*** | **Description** |
|---|---|
| TBRA | Provide the number of Tenant-Based Rental Assistance (TBRA) units designated or available for people with HIV/AIDS and their families. |
| PH in facilities | Provide the number of Permanent Housing units in facilities. |
| STRMU | Short-term, rent, mortgage, and utility assistance |
| ST or TH facilities | Provide the number of Short-Term (ST) and Transitional Housing (TH) units designated or available for people with HIV/AIDS and their families. |
| PH placement | Provide the number of Permanent Housing (PH) placements are made for people with HIV/AIDS and their families. |

## DATA ENTRY: NARRATIVE

| Field<br>***Indicates required field*** | **Description** |
|---|---|
| Including the elderly, frail elderly, persons with disabilities (mental, physical, developmental), persons with alcohol or other drug addictions, persons with HIV/AIDS and their families, public housing residents and any other categories the jurisdiction may specify, and describe their supportive housing needs. | For each special needs group, provide a brief narrative that describes the supporting housing and related supportive services available to each group and how well the current level of need is satisfied by existing services. Identify any gaps in service and unmet need. |

| | |
|---|---|
| Describe programs for ensuring that persons returning from mental and physical health institutions receive appropriate supportive housing. | Provide a brief narrative identifying the supportive housing programs specifically designed for persons returning from mental and physical health institutions. |
| Specify the activities that the jurisdiction plans to undertake during the next year to address the housing and supportive services needs identified in accordance with 91.215(e) with respect to persons who are not homeless but have other special needs. Link to one-year goals. | Summarize the actions that the grantee will undertake to serve special needs populations. The grantee may need to revisit this field after writing their Strategic Plan and Action Plan. |

# MA-40 Barriers to Affordable Housing

Regulation Citation: 24 CFR 91.210(e), 91.310(d), 91.410

## OVERVIEW

This section requires the jurisdiction to explain whether the cost of housing or the incentives to develop, maintain, or improve affordable housing are affected by public policies, particularly those of the local jurisdiction. Such policies include tax policy affecting land and other property, land use controls, zoning ordinances, building codes, fees and charges, growth limits, and policies that affect the return on residential investment.

HUD Form 27300, used for competitive grants, can serve as a useful guidance document in assisting jurisdictions in identifying the specific policies, procedures, or processes that impact the cost of developing, maintaining, or improving affordable housing.

HUD has established a regulatory barrier clearinghouse at http://www.huduser.org/rbc that provides examples of how communities can identify and remove barriers to affordable housing.

## DATA ENTRY

The table below includes the data entry fields for this screen.

| **Field**<br>***Indicates required field** | **Description** |
|---|---|
| Describe any negative effects of public policies on affordable housing and residential investment | Describe the negative effects of public policies on affordable housing such as tax policy affecting land and other property, land use controls, zoning ordinances, building codes, fees and charges, growth limits, and policies that affect the return on residential investment. |

# MA-45 Non-Housing Community Development Assets

Regulation Citation: 24 CFR 91.215(f), 91.315(f), 91.415

## OVERVIEW

For CDBG grantees, the plan must provide a concise summary of the jurisdiction's priority non-housing community development needs that are eligible for assistance. This screen can be used to describe the economic development needs of the jurisdiction.

This screen also provides a wealth of data regarding the local economic condition of the jurisdiction and compares the ability of the local work force to satisfy the needs of local businesses. Much of this data can be used to describe the level of housing demand in the local market.

This screen contains the following sections:

- Introduction
- Business by Sector
- Labor Force
- Occupations by Sector
- Travel Time to Work
- Educational Attainment
- Median Earnings in the Past 12 Months
- Additional Narrative

## DATA ENTRY: INTRODUCTION

The table below includes the data entry fields for this screen.

| **Field**<br>***Indicates required field** | **Description** |
|---|---|
| Introduction | Use the Introduction to preface and summarize the key points contained in the remaining sections of the screen. |

## DATA ENTRY: BUSINESS BY SECTOR

Grantee identifies business data by the 13 businesses by sectors across # workers, # jobs then calculates the totals and a final ratio of workers to each job by business sector using locally provided data.

Default Data Source: 2010 CHAS Data.

| Business by Sector | Number of Workers | Number of Jobs | Share of Workers % | Share of Jobs % | Jobs Less Workers % |
|---|---|---|---|---|---|
| Agriculture, Mining, Oil & Gas Extraction | 351 | 601 | 1 | 2 | 1 |
| Arts, Entertainment, Accommodations | 794 | 594 | 3 | 2 | -1 |
| Construction | 938 | 460 | 4 | 1 | -3 |
| Education and Health Care Services | 575 | 1573 | 2 | 4 | 2 |
| Finance, Insurance, and Real Estate | 2283 | 3540 | 10 | 10 | 0 |
| Information | 1216 | 2142 | 5 | 6 | 1 |
| Manufacturing | 850 | 1542 | 4 | 4 | 0 |
| Other Services | 1803 | 2648 | 8 | 8 | 0 |
| Professional, Scientific, Management Services | 3380 | 3232 | 14 | 9 | -5 |
| Public Administration | 5659 | 9383 | 24 | 27 | 3 |
| Retail Trade | 2269 | 3320 | 10 | 9 | -1 |
| Transportation & Warehousing | 1228 | 2085 | 5 | 6 | 1 |
| Wholesale Trade | 2330 | 3927 | 10 | 11 | 1 |
| Grand Total | 23,676 | 35,047 | 100 | 100 | 0 |

| Field<br>***Indicates required field** | Description |
|---|---|
| Number of Workers | The number of workers within the business sector. |
| Number of Jobs | The number of jobs within the sector. |
| Share of Workers | The percentage of local workers within the sector |

| | |
|---|---|
| Share of Jobs | The percentage of jobs within the sector. |
| Jobs Less Workers | The percentage of jobs less the percentage of workers. A negative number reflects an oversupply of labor for the sector. |

## DATA ENTRY: LABOR FORCE

Default Data Source: ACS.

**Labor Force**

| | |
|---|---|
| **Total Population in the Civilian Labor Force** | 25539 |
| **Civilian Employed Population 16 years and over** | 23676 |
| **Unemployment Rate** | 7.29 |
| **Unemployment Rate for Ages 16-24** | 21.14 |
| **Unemployment Rate for Ages 25-65** | 4.72 |

| **Field**<br>***Indicates required field** | **Description** |
|---|---|
| Total Population in the Civilian Labor Force | The number of civilian workers plus those actively seeking employment. This number does not include those who are not actively seeking employment. |
| Civilian Employed Population 16 years and over | Self-explanatory. |
| Unemployment Rate | The number of persons actively seeking employment divided by the total labor force. |
| Unemployment Rate for Ages 16-24 | Self-explanatory. |
| Unemployment Rate for Ages 25-65 | Self-explanatory. |

## DATA ENTRY: OCCUPATIONS BY SECTOR

Default Data Source: ACS.

| Occupations by Sector | Median Income |
|---|---|
| Management, business and financial | 56689 |
| Farming, fisheries and forestry occupations | |
| Service | 18419 |
| Sales and office | 31956 |
| Construction, extraction, maintenance and repair | 42763 |
| Production, transportation and material moving | 32899 |

| **Field**<br>***Indicates required field*** | **Description** |
|---|---|
| Management, business and financial | Self-explanatory. |
| Farming, fisheries, and forest occupations | |
| Service | |
| Sales and office | |
| Construction, education, maintenance and repair | |
| Production, transportation and material moving | |

## DATA ENTRY: TRAVEL TIME TO WORK

Default Data Source: ACS.

| Travel Time | Number | Percentage |
|---|---|---|
| < 30 Minutes | 19641 | 88 |
| 30-59 Minutes | 1981 | 9 |
| 60 or More Minutes | 660 | 3 |
| Total | 22,282 | 100 |

| **Field**<br>***Indicates required field*** | **Description** |
|---|---|
| Travel Time < 30 minutes | Self-explanatory. |

| | |
|---|---|
| Travel Time 30-50 Minutes | Self-explanatory. |
| Travel Time 60 or More Minutes | Self-explanatory. |

## DATA ENTRY: EDUCATIONAL ATTAINMENT

Default Data Source: ACS.

| | In Labor force | | |
|---|---|---|---|
| **Educational Attainment** | **Civilian Employed** | **Unemployed** | **Not in Labor Force** |
| Less than high school graduate | 1033 | 322 | 1374 |
| High school graduate (includes equivalency) | 5091 | 368 | 2503 |
| Some college or Associate's degree | 4647 | 466 | 1768 |
| Bachelor's degree or higher | 9624 | 207 | 1443 |

| **Field** **Indicates required field* | **Description** |
|---|---|
| In Labor Force – Civilian Employed | The number of civilian workers currently working. |
| In Labor Force – Unemployed | The number of civilian workers currently looking for work. |
| Not in Labor Force | This number of workers who are not actively seeking employment. |

| | Age | | | | |
|---|---|---|---|---|---|
| | **18-24 yrs** | **25-34 yrs** | **35-44 yrs** | **45-64 yrs** | **65+ yrs** |
| Less than 9th grade | 84 | 155 | 104 | 312 | 559 |
| 9th to 12th grade, no diploma | 456 | 717 | 423 | 1018 | 825 |
| High school graduate, GED, or alternative | 1171 | 2165 | 1987 | 3810 | 2596 |
| Some college, no degree | 1142 | 1424 | 1188 | 2650 | 1569 |
| Associate's degree | 164 | 423 | 313 | 887 | 179 |
| Bachelor's degree | 337 | 1618 | 1537 | 2882 | 1096 |
| Graduate or professional degree | 34 | 978 | 1392 | 2881 | 1057 |

| **Field** **Indicates required field* | **Description** |
|---|---|
| Less than $9^{th}$ grade | Self-explanatory. |
| $9^{th}$ to $12^{th}$ grade, no diploma | Self-explanatory. |
| High school graduate, GED, or alternative | Self-explanatory. |

| | |
|---|---|
| Some college, no degree | Self-explanatory. |
| Associate’s degree | Self-explanatory. |
| Bachelor’s degree | Self-explanatory. |
| Graduate or professional degree | Self-explanatory. |

## DATA ENTRY: MEDIAN EARNINGS IN THE PAST 12 MONTHS

Default Data Source: ACS.

**Median Earnings in The Past 12 Months**

| Educational Attainment | Median Earnings in the Past 12 Months |
|---|---|
| Less than high school graduate | 13000 |
| High school graduate (includes equivalency) | 19447 |
| Some college or Associate’s degree | 25835 |
| Bachelor’s degree | 44198 |
| Graduate or professional degree | 58440 |

| **Field**<br>***Indicates required field** | **Description** |
|---|---|
| Less than high school graduate | Self-explanatory. |
| High school graduate (includes equivalency) | Self-explanatory. |
| Some college or Associate’s degree | Self-explanatory. |
| Bachelor’s degree | Self-explanatory. |
| Graduate or professional degree | Self-explanatory. |

## DATA ENTRY: NARRATIVE

The table below includes the data entry fields for this screen.

| **Field**<br>***Indicates required field** | **Description** |
|---|---|
| Based on the Business Activity table above, what are the major employment sectors within your jurisdiction? | Identify the local base industries within the jurisdiction. |
| Describe the workforce and infrastructure needs of the business community: | Summarize the labor needs and other needs of the business community by economic sector. |
| Describe any major changes that may have an economic impact, such as planned local or regional public or private sector investments or initiatives that have affected or may affect job and business growth opportunities during the planning period. Describe any needs for workforce development, business support or infrastructure these changes may create. | Identify the need for economic development activities, including job training, business assistance, and infrastructure development. |
| How do the skills and education of the jurisdiction's workforce correspond to employment opportunities? | Summarize how well the local workforce is able to meet the needs of the local economy. Identify any sectors where there are a surplus of workers who cannot find work and sectors where there is a shortage of qualified workers. |
| Describe any current workforce training initiatives, including those supported by Workforce Investment Boards, community colleges and other organizations. Describe how these efforts will support the jurisdiction's Consolidated Plan. | Self-explanatory. |
| Does your jurisdiction participate in a Comprehensive Economic Development Strategy (CEDS)? | Yes or No. |
| If so, what economic development initiatives are you undertaking that may be coordinated with the Consolidated Plan? If not, describe other local/regional plans or initiatives that impact economic growth. | Self-explanatory. |
| Discussion | Use this field to provide additional narrative regarding the information provided on this page. |

# MA-50 Needs and Market Analysis Discussion

Regulation Citation: 24 CFR 91.210(a), 91.310(a), 91.410

## OVERVIEW

The Consolidated Plan regulations require the jurisdiction to define the terms "area of low-income concentration" and "area of minority concentration" and to identify and describe any areas that meet such definitions.

## DATA ENTRY: CHARACTERISTICS OF THE HOUSING MARKET

The table below includes the data entry fields for this screen.

| **Field**<br>***Indicates required field** | **Description** |
|---|---|
| Are there any populations or households in areas or neighborhoods that are more affected by multiple housing problems? (include a definition of "concentration") | Identify any populations or households in areas or neighborhoods that are more affected by multiple housing problems. |
| Are there areas in the Jurisdiction where these populations are concentrated? (include a definition of "concentration") | Describe in a narrative any area of low-income concentration and any area of minority concentration and state how the jurisdiction defines the terms "area of low-income concentration" and "area of minority concentration." |
| What are the characteristics of the market in these areas/neighborhoods? | Provide narrative describing the characteristics of the market in these areas/neighborhoods. |
| Are there any community assets in these areas/neighborhoods? | Provide narrative describing community assets in these areas/neighborhoods. |
| Are there other strategic opportunities in any of these areas? | Provide narrative describing opportunities in these areas/neighborhoods. |
| ***States with Colonias only:*** | |
| Based on the needs analysis above describe the State's needs in Colonias. | For States with Colonias, summarize the needs of colonias. |
| | |

# STRATEGIC PLAN

The plan must identify the priority needs of the jurisdiction and describe strategies that the jurisdiction will undertake to serve the priority needs. For state grantees, the plan must provide a summary of its methods of distribution and funding criteria. The level of detail in these sections for state grantees does not have to be extensive, so long as the details are contained in other readily available state documents. The Strategic Plan section of the template includes the following screens:

**Overview**

The SP-05 Overview screen provides jurisdictions with an opportunity to introduce the key points of the Strategic Plan.

**Geographic Priorities**

Grantees have the option of setting funding priorities on a geographic basis. This approach recognizes that a neighborhood's economic and social needs are interconnected and focuses on the neighborhood as a whole. In effect, a place-based priority will require a comprehensive, place-based strategy that will require coordinated action between the grantee and other stakeholders and resources. This information is collected on SP-10 Geographic Priorities.

**Priority Needs**

Priority needs are the needs that will be addressed by the goals outlined in the Strategic Plan.
This section should clarify the rationale for establishing the allocation priorities. The rationale should flow logically from the analysis in the Needs Assessment and Market Analysis. This information is collected on SP-25 Priority Needs.

**Influence of Market Conditions**

The housing strategy must indicate how the characteristics of the housing market have influenced grantee decisions to use funds for rental assistance, production of new units, rehabilitation of old units, and the acquisition of existing units. This information is collected on SP-30 Influence of Market Conditions.

**Anticipated Resources**

The plan must estimate the resources that will be available to address its priority needs. The level of resources available will play a key role in determining strategies and goals. Grantees should consider all resources within the jurisdiction's control that can be reasonably expected to be available, including federal, state, and local resources. This information is collected on SP-35 Anticipated Resources.

**Institutional Delivery Structure**

The Strategic Plan must provide a concise summary of the organizations that will carry out the identified objectives. While it is not necessary to identify every potential subrecipient and partner, the plan should describe the framework of organizations that will carry out the plan. This information is collected on SP-40 Institutional Delivery Structure.

**Goals**

The plan must use one or more of the 22 Goal Outcome Indicators (GOI) to specify proposed numeric accomplishments the jurisdiction hopes to achieve over the course of the Strategic Plan. The goals should specifically address the priority needs. Much like the priorities, the Consolidated Plan Template provides grantees a great deal of flexibility in establishing goals in that it is up to the grantee to determine the number of goals and how the goals are defined. This information is collected on SP-45 Goals.

**Public Housing**

The plan must include the jurisdiction's plan on meeting the needs of public housing residents and public housing developments. This information is collected on SP-50 Public Housing.

**Barriers to Affordable Housing**

The plan must identify strategies for removing or ameliorating any negative effects of public policies that serve as barriers to affordable housing identified on MA-40 Barriers to Affordable Housing. Such policies include tax policy affecting land and other property, land use controls, zoning ordinances, building codes, fees and charges, growth limits, and policies that affect the return on residential investment. This information is collected on SP-55 Barriers to Affordable Housing.

**Homelessness Strategy**

The plan must describe the jurisdiction's strategy for reducing and ending homelessness through outreach, shelter activities, rapid re-housing, and homeless prevention. The strategies should consider both the housing and supportive services needed in each stage of the process. This information is collected on SP-60 Homelessness Strategy.

**Lead-based Paint Hazards**

The plan must outline the jurisdiction's proposed actions to evaluate and reduce lead-based paint hazards and how this issue will be addressed by housing policies and programs. This information is collected on SP-65 Lead-based Paint Hazards.

**Anti-Poverty Strategy**

The plan must provide a concise summary of the jurisdiction's goals, programs, and policies for reducing the number of poverty-level families. The plan should also address how housing programs funded through the Consolidated Plan will be coordinated with the jurisdiction's other programs and services in order to reduce the number of poverty-level families. These policies may include the jurisdiction's policies for providing employment and training opportunities to Section 3 residents pursuant to 24 CFR part 135. This information is collected on SP-70 Anti-Poverty Strategy.

**Colonias Strategy (for States bordering Mexico)**

State grantees that border Mexico (Texas, Arizona, California, and New Mexico) set aside up to ten percent of their state CDBG funds for colonias. The set-aside funds are used for all CDBG-eligible activities that meet the needs of colonias. This information is collected on SP-75 Colonias Strategy.

**Monitoring**

The plan must describe the standards and procedures the jurisdiction will use to monitor its housing and community development projects and ensure long-term compliance with program and comprehensive planning requirements. This information is collected on SP-80 Monitoring.

## SP-05 Overview

### OVERVIEW

The Overview screen provides the jurisdiction with an opportunity to summarize the highlights of the topics covered within the Strategic Plan, including:

- Geographic Priorities
- Priority Needs
- Influence of Market Conditions
- Anticipated Resources
- Institutional Delivery Structure
- Goals
- Public Housing
- Barriers to Affordable Housing
- Homelessness Strategy
- Lead-based Paint Hazards
- Anti-Poverty Strategy
- Colonias Strategy (for States bordering Mexico)
- Monitoring

### DATA ENTRY: STRATEGIC PLAN OVERVIEW

| **Field**<br>***Indicates required field** | **Description** |
|---|---|
| Strategic Plan Overview* | Provide a short summary for each of the sections included in the Strategic Plan. |

## SP-10 Geographic Priorities

Regulation Citation(s): 24 CFR 91.215(a)(1), 91.315(a)(1), 91.415

### OVERVIEW

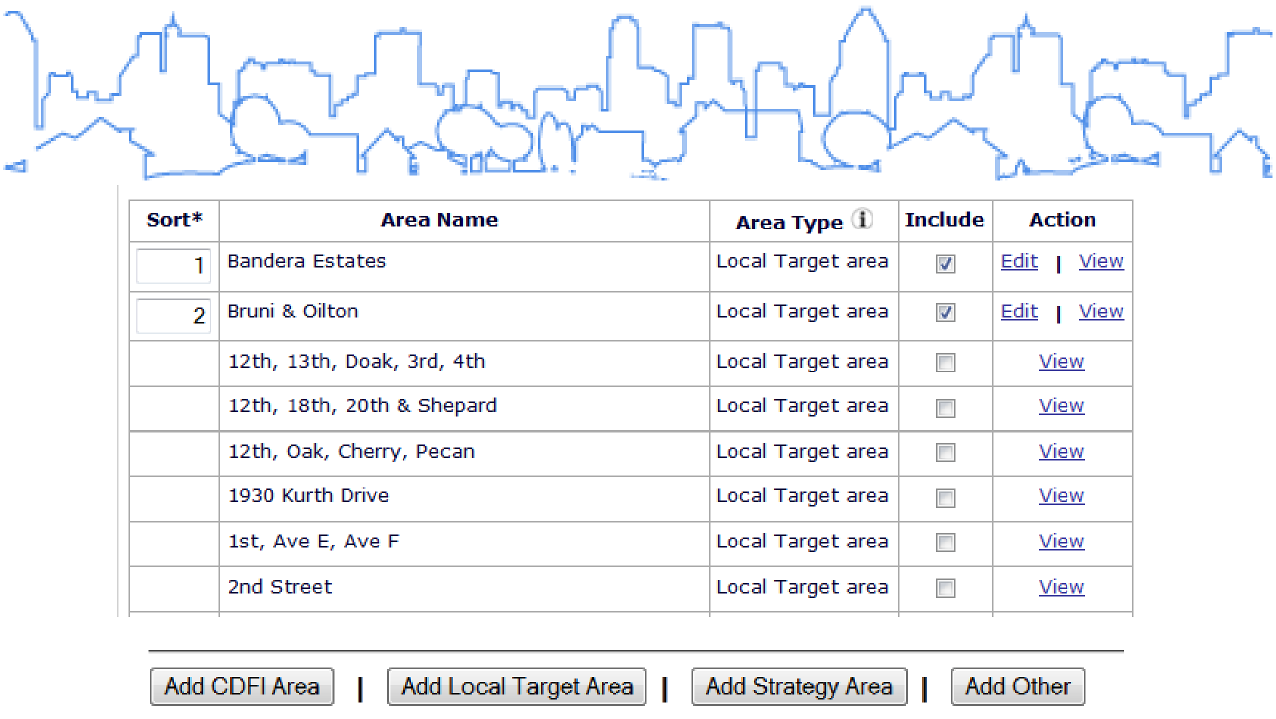
While not required, jurisdictions are strongly encouraged to identify locally designated target areas where revitalization, foreclosure recovery efforts, or transit-oriented development are carried out through multiple activities in a concentrated and coordinated manner.

This section should be used by grantees seeking HUD approval for a Neighborhood Revitalization Strategy Area (NRSA) and state grantees that have identified Community Revitalization Strategy Areas (CRSA).

### DATA ENTRY: GEOGRAPHIC AREA TABLE

The Geographic Priorities page will list all geographic areas entered in IDIS Online to date.
To include an area in the Consolidated Plan, click the box in the Include column so that a check mark appears. Only those areas with a check in the Include column will appear on the Priorities and Goals screens. To edit or view the information for an area, click on the appropriate link in the Action column. To add a new area, click on one of the four buttons provided below the table:

- Add CDFI Area: Community Development Financial Institutions (CDFIs) receive additional flexibility under the CDBG regulations when they operate within a defined target area.
- Add Local Target Area: Local target areas are defined as any geography where the jurisdiction will provide concentrated and coordinated efforts to improve conditions.
- Add Strategy Area: Neighborhood Revitalization Strategy Areas (NRSA) must be approved by HUD. NRSAs receive regulatory flexibility in terms of eligibility and satisfying national objectives.
- Add Other: Other areas are any other geography, such as redevelopment areas or TIF districts, which the jurisdiction can use to help delineate level of need and priority.



| Sort* | Area Name | Area Type | Include | Action |
|---|---|---|---|---|
| 1 | Bandera Estates | Local Target area | ☑ | Edit \| View |
| 2 | Bruni & Oilton | Local Target area | ☑ | Edit \| View |
| | 12th, 13th, Doak, 3rd, 4th | Local Target area | ☐ | View |
| | 12th, 18th, 20th & Shepard | Local Target area | ☐ | View |
| | 12th, Oak, Cherry, Pecan | Local Target area | ☐ | View |
| | 1930 Kurth Drive | Local Target area | ☐ | View |
| | 1st, Ave E, Ave F | Local Target area | ☐ | View |
| | 2nd Street | Local Target area | ☐ | View |



The fields below are displayed when adding a CDFI.

| **Field**<br>***Indicates required field*** | **Description** |
|---|---|
| Name* | Self-Explanatory |
| Type of Revitalization Effort | Select from Commercial, Housing, Comprehensive, or Other. If Other, specify a type in the field provided. |
| % of Low/Mod* | Enter the percentage of households living in the target area whose income is below 80% of the area median income. |

The fields below are displayed when adding a Local Target Area.

| **Field**<br>***Indicates required field*** | **Description** |
|---|---|
| Name* | Self-Explanatory |
| Type of Revitalization Effort | Select from Commercial, Housing, Comprehensive, or Other. If Other, specify a type in the field provided. |

The fields below are displayed when adding an NRSA.

| **Field**<br>***Indicates required field*** | **Description** |
|---|---|
| Name* | Self-Explanatory |
| HUD Approval Date* | Self-Explanatory |

The fields below are displayed when adding an Other Area.

| **Field** **Indicates required field* | **Description** |
| --- | --- |
| Name* | Self-Explanatory |
| Type* | Provide a short description of the type of area ( TIF, Redevelopment, Historic District, etc.). |

## DATA ENTRY: ADDITIONAL NARRATIVE

| **Field** **Indicates required field* | **Description** |
| --- | --- |
| The geographic allocation priority question will be based on the type of the grantee: | |
| HOPWA Grantees | Describe the basis for allocating investments geographically within the jurisdiction (or within the EMSA for HOPWA). |
| Non-HOPWA Grantees | Describe the basis for allocating investments geographically within the jurisdiction. |
| States | Describe the basis for allocating investments geographically within the state. |

# SP-25 Priority Needs

Regulation Citation: 24 CFR 91.215(a)(2), 91.315(a)(2), 91.415

## OVERVIEW

The plan must indicate the general priorities for allocating investment of available resources among different needs. **Priority needs** are those that will be addressed by the goals outlined in the Strategic Plan. Before the Consolidated Plan Template, grantees used the HUD-prescribed tables to indicate priorities. For example, Table 2A Priority Housing Needs allowed grantees to indicate priority by tenure, household type, and income level. Table 2B Community Development Needs allowed CDBG grantees to indicate priority among eligible CDBG activities.

In the Consolidated Plan Template, grantees still must set general priorities among different activities and needs, but the format is much less structured than the prescribed tables. Grantees can determine the number of priority needs to add. HUD has not issued guidance on how to structure this information. Grantees may choose to organize their priority needs according to the structure presented in the regulations at 24 CFR 91.215:

- Affordable Housing
  - Rental assistance
  - Production of new units
  - Rehabilitation of existing units
  - Acquisition of existing units
- Homelessness
  - Outreach
  - Emergency shelter and transitional housing
  - Rapid Re-housing
  - Prevention
- Non-housing Community Development (by matrix code)
  - Public Facilities
  - Public Improvements and Infrastructure
  - Public Services
  - Economic Development

For each priority need, the jurisdiction can indicate one or more populations to be served according to income, family type, homeless population, and special need. In addition, each priority need will be assigned a priority level of “low” or “high.” The priority level simply indicates relative preference among the needs listed. Jurisdictions have the option of using the narrative sections to elaborate on the meaning of “low” and “high.” For example, a jurisdiction may state it plans on using available resources described in the plan to address “high” priorities and expects other funding sources or community stakeholders to address “low” priorities.

The plan must also discuss the rationale for establishing the allocation priorities given to each priority need. The rationale should flow logically from the analysis of information in the Needs Assessment, Market Analysis, and the information gathered during the consultation and citizen participation process.

A jurisdiction's homeless priority needs and allocation priorities must be based on reliable data from the Homeless Needs Assessment, which meets HUD's standards and reflects the required consultation with homeless assistance providers, homeless persons, and other concerned citizens regarding the needs of homeless individuals and homeless families with children. The plan must provide an analysis of how the needs of each category of residents provided the basis for determining the relative priority of each priority homeless need category.

## DATA ENTRY: PRIORITY NEEDS TABLE

The Priority Needs page will list all of the priority needs entered to date. To add a new need, click the <Add Need> button to display the Add Need page. To view a summary of the priority needs, click the <View Summary> button.

**Priority Needs:**

| Sort* | Need Name | Priority Level | Action |
|---|---|---|---|
| 1 | Chronic Homelessness | High | View \| Edit \| Delete |
| 2 | Homeless Prevention | High | View \| Edit \| Delete |
| 3 | Neighborhood Stabilization | High | View \| Edit \| Delete |
| 4 | Job Training | High | View \| Edit \| Delete |

Add Need | View Summary

| Field<br>***Indicates required field*** | Description |
|---|---|
| Sort Order* | Indicate the position that the need will be listed in the final report. The Sort Order does not indicate relative priority among needs. For example, the priority need listed first does not indicate a higher priority than the priority need listed second. |
| Name* | Provide a name that describes the population or the problem that will be included in the need, such as "Chronically Homeless" or "Blighted and Abandoned Residential Properties." |
| Priority Level | Select Low or High. |
| Description* | Provide a short description of the need. Reference information included in the Needs Assessment and the Market Analysis. One method to communicate funding priority is to indicate what percentage of available funds will be used to address a need. |
| Population* | Check all that apply in the following categories:<br>Income Level<br>Family Types<br>Homeless subpopulations<br>Non-homeless Special Needs |
| Target Areas Affected | Place a check next to any target area where this need applies. Only those areas with a check in the Include column on the SP-10 Geographic Priorities screen will appear. |
| Associated Goals | Place a check next to any goal that is designed to address the need. |
| Describe Basis for Relative Priority | Summarize the rationale for the priority given to the need. Reference information provided in the Needs Assessment and Market Analysis. |

## DATA ENTRY: NARRATIVE

| Field<br>***Indicates required field*** | Description |
|---|---|
| Narrative (Optional) | Use this field to provide additional information on the priority needs. |

## SP-28 Priority Needs Summary

Previous Page

| Name | Population | Geographic Areas | Priority Level | Associated Goals |
|---|---|---|---|---|
| Chronic Homelessness | Chronic Homelessness<br>Mentally Ill<br>Chronic Substance Abuse<br>Extremely Low<br>veterans | | High | Rapid Re-Housing |
| Homeless Prevention | Extremely Low<br>Other<br>Large Families<br>Families with Children | | High | Homeless Prevention |
| Neighborhood Stabilization | Extremely Low<br>Other<br>Non-housing Community Development<br>Low<br>Moderate | Bandera Estates-Local Target area<br>Bruni & Oilton-Local Target area | High | Acquisition-Rehabilitation of Distressed Property |
| Job Training | Families with Children<br>Moderate<br>Individuals<br>Low<br>Extremely Low | | High | Job Training |

# SP-30 Influence of Market Conditions

Regulation Citation: 24 CFR 91.215(b)(1), 91.315(b)(1), 91.415

## OVERVIEW

The plan must describe how the characteristics of the housing market influenced the jurisdiction's decisions regarding allocation priorities amongst the types of housing assistance:

- rental assistance;
- production of new units;
- rehabilitation of existing units; and
- acquisition of existing units (including the preservation of affordable housing units).

The allocation priorities must also factor in the severity of housing problems and needs of renters and owners by income level (extremely low-income, low-income, and moderate-income), persons at risk of homelessness, and homeless persons. For the purpose of this section, household and income types may be grouped together where the analysis would apply to more than one of them.

If the jurisdiction intends to use HOME funds for tenant-based assistance, the jurisdiction must specify local market conditions that led to this decision.

## DATA ENTRY: INFLUENCE OF MARKET CONDITIONS

For each of the following types of affordable housing programs, describe the housing market characteristics that will influence the use of funds available for housing type.

| **Field**<br>***Indicates required field** | **Description** |
|---|---|
| | |
| Tenant Based Rental Assistance (TBRA) | Identify characteristics of the jurisdiction's housing market that would substantiate the need for this funding type/program. |
| TBRA for Non-Homeless Special Needs | Identify characteristics of the jurisdiction's housing market that would substantiate the need for this funding type/program. |
| New Unit Production | Identify characteristics of the jurisdiction's housing market that would substantiate the need for this funding type/program. |
| Rehabilitation | Identify characteristics of the jurisdiction's housing market that would substantiate the need for this funding type/program. |
| Acquisition, Including Preservation | Identify characteristics of the jurisdiction's housing market that would substantiate the need for this funding type/program. |

# SP-35 Anticipated Resources

Regulation Citation: 24 CFR 91.215(a)(4), 91.315(a)(4) 91.415

## OVERVIEW

The plan must identify the federal, state, local, and private resources expected to be available to the jurisdiction to address priority needs and specific objectives identified in the Strategic Plan, including the following:

- Entitlement allocations and anticipated program income for:
  - CDBG
  - HOME
  - ESG
  - HOPWA
- Section 8 funds
- Low-Income Housing Tax Credits
- Competitive McKinney-Vento Homeless Assistance Act funds
- HOME match
- ESG match

This section of the plan should also describe how Federal funds will leverage additional resources, including a narrative description of how matching requirements of the HUD programs will be satisfied.

For state grantees, the plan must describe the strategy to coordinate the Low-Income Housing Tax Credit with the development of housing that is affordable to low-income and moderate-income families.

## DATA ENTRY: NARRATIVE

| **Field**<br>***Indicates required field** | **Description** |
|---|---|
| Introduction | Use this field to provide a short summary of the anticipated resources that the jurisdiction will have at its disposal over the course of the Strategic Plan. |

## ANTICIPATED RESOURCES TABLE

The CDBG, HOME, ESG, and HOPWA rows appear only if the grantee participates in the program. The CDBG Colonias Set-Aside row appears only for state grantees with colonias. For any of the CDBG, CDBG Colonias Set-Aside, HOME, ESG, or HOPWA rows, the total expected amount available in year 1 will be calculated as the sum of the grantee-entered annual allocation, program income, and prior year resources.

To add another source of funding, click the <Add> link in the Action column.

| **Field**<br>***Indicates required field** | **Description** |
|---|---|
| Source (read only) | Source of grantee formula funds |
| Use of Funds | As listed: Acquisition, Economic Development, Housing, Public Improvements, etc.) |
| Expected Amount Available Year 1<br>Annual Allocation<br>Program Income<br>Prior Year Resources<br>Total (Calculated) | Available formula grant funds received by grantee, plus program income anticipated in the coming year and prior year funds to be reallocated. |
| Expected Amount Available Remainder of Consolidated Plan | Estimate the amount of funds expected during the remainder of the Consolidated Plan time frame. |
| Narrative Description | Describe how the funds will leverage additional resources form private, state, and local funds. |

## ANTICIPATED RESOURCES TABLE

| Source of Funds | Source | Uses of Funds | Expected Amount Available Year 1 | Expected Amount Available Remainder of Con Plan | Narrative Description | Action |
|---|---|---|---|---|---|---|
| CDBG | public - federal | Acquisition<br>Admin and Planning<br>Economic Development<br>Housing<br>Public Improvements<br>Public Services | Annual Allocation: $<br>Program Income: $<br>Prior Year Resources: $<br>Total: $ 0 | $ | | |
| HOME | public - federal | Acquisition<br>Homebuyer assistance<br>Homeowner rehab<br>Multifamily rental new construction<br>Multifamily rental rehab<br>New construction for ownership<br>TBRA | Annual Allocation: $<br>Program Income: $<br>Prior Year Resources: $<br>Total: $ 0 | $ | | |
| HOPWA | public - federal | Permanent housing in facilities<br>Permanent housing placement<br>STRMU<br>Short term or transitional housing facilities<br>Supportive services<br>TBRA | Annual Allocation: $<br>Program Income: $<br>Prior Year Resources: $<br>Total: $ 0 | $ | | |
| ESG | public - federal | Conversion and rehab for transitional housing<br>Financial Assistance<br>Overnight shelter<br>Rapid re-housing (rental assistance)<br>Rental Assistance<br>Services<br>Transitional housing | Annual Allocation: $<br>Program Income: $<br>Prior Year Resources: $<br>Total: $ 0 | $ | | Add |

## ADD A RESOURCE

| **Field**<br>***Indicates required field** | **Description** |
|---|---|
| Anticipated Resource | Select a source from the list provided:<br>• CDBG Colonias Set-Aside<br>• Continuum of Care<br>• General Fund<br>• Housing Trust Fund<br>• Veterans Affairs Supportive Housing (HUD-VASH)<br>• Low Income Housing Tax Credits (LIHTC)<br>• Public Housing Capital Fund<br>• Redevelopment Fund<br>• Section 108 CDBG Loan Guarantee<br>• Section 811 Supportive Housing for Persons with Disabilities<br>• Shelter Plus Care<br>• SRO-Moderate Rehabilitation<br>• Supportive Housing Program<br>• Tax Credits<br>• Tax Exempt Bond Proceeds<br>• Tax Increment Financing<br>• Other (Specify) |
| Other Funding Source | This field is only required when Other is selected from the dropdown list for Anticipated Resource. |
| Expected Amount Available Year 1 | Estimate the amount of funds expected during Year 1 of the Consolidated Plan. |
| Expected Amount Available Remainder of Consolidated Plan | Estimate the amount of funds expected during the remainder of the Consolidated Plan timeframe. |
| Narrative Description | Describe how the funds will leverage additional resources from private, state, and local funds. |
| Source* | Select one: public-federal, public-state, public-local, or private. |
| Use of Funds | Check all that apply from the list provided. If Other is checked, please use the text box provided to indicate the use. |

## DATA ENTRY: NARRATIVE

| **Field** **Indicates required field* | **Description** |
|---|---|
| Explain how Federal funds will leverage those additional resources (private, state, and local funds), including a description of how matching requirements will be satisfied. | Describe how matching (HOME and ESG) requirements will be satisfied and how Federal funds will leverage those additional resources (private, state, and local funds). |
| If appropriate, describe publicly owned land or property located within the jurisdiction that may be used to address the needs identified in the plan. | Describe within the jurisdiction any land publicly owned or property that may be used to address needs identified in the plan. |
| Discussion | Use this field to provide additional narrative regarding the information provided on this page. |

## SP-40 Institutional Delivery Structure

Regulation Citation: 24 CFR 91.215(k), 91.315(k), 91.415

### OVERVIEW

The plan must provide a concise summary of the organizations that will carry out the objectives outlined in the Strategic Plan. This group of organizations, known as the jurisdiction's **institutional structure**, may include, but is not limited to:

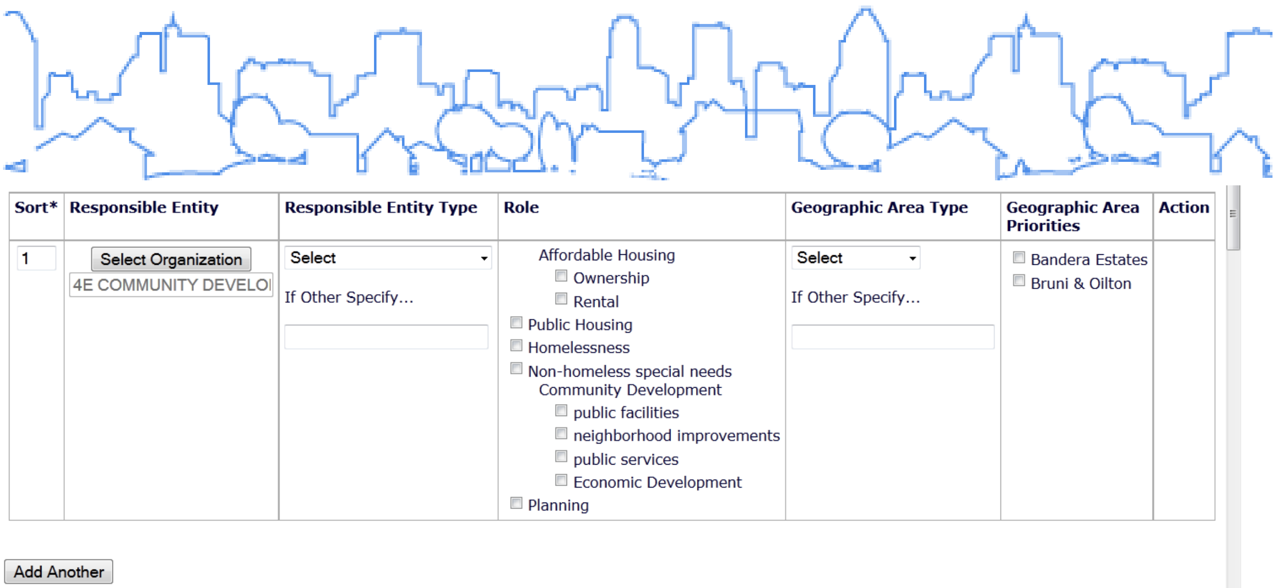
- Departments of the jurisdiction;
- Other government agencies, such as Consortia members;
- Nonprofit organizations;
- Community and faith-based organizations;
- Philanthropic organizations;
- Private industry; and
- Continuum of Care that serve the grantee's jurisdiction.

The plan should also include a brief assessment of the strengths and gaps of the institutional structure in terms of its ability to carry out the Strategic Plan and any actions that the jurisdiction will undertake to overcome gaps and weaknesses in the institutional structure.

### DATA ENTRY: INSTITUTIONAL STRUCTURE TABLE

Explain the institutional structure through which the jurisdiction will carry out its Strategic Plan. Grantees are not required to specify every organization that will be involved in the program delivery of funded activities. It is understood that some organizations will not be selected to participate until after the plan has been approved. At a minimum, grantees should identify the lead agency and other organizations that will play a major role in administering funded activities.

Please note that you must save the screen before the choices for Geographic Area Type and Geographic Area Priorities will appear.




| **Field**<br>***Indicates required field** | **Description** |
|---|---|
| Sort Order | Indicate the order in which the organizations will be presented in the printed version of the plan. |
| Responsible Entity | Click the <Select Organization> button to search for an organization that has been added to the system or to add a new organization. |
| Responsible Entity Type | • Government agency<br>• PHA<br>• Redevelopment authority<br>• Regional organization<br>• Private industry<br>• Nonprofit organization<br>• Public institution<br>• Community-Based Development Organization (CBDO)<br>• Community Housing Development Organization (CHDO)<br>• Subrecipient<br>• Contractor<br>• Developer<br>• Other (specify) |
| Role | • Affordable housing—ownership<br>• Affordable housing—rental<br>• Public housing<br>• Homelessness<br>• Non-homeless special needs<br>• Community development: public facilities<br>• Community development: neighborhood improvements<br>• Community development: public services<br>• Community development: economic development<br>• Planning |

| | |
|---|---|
| Geographic Area Type | • Nation<br>• State<br>• Region<br>• Jurisdiction<br>• Neighborhood<br>• Census Tract<br>• Colonias<br>• Other (Specify) |
| Geographic Area Priorities | If applicable, select a target area from the list available. Only those areas with a check in the Include column on the SP-10 Geographic Priorities screen will appear. |

## DATA ENTRY: NARRATIVE

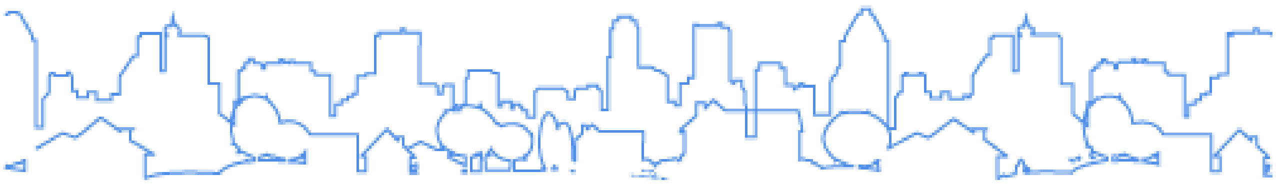
| **Field**<br>***Indicates required field** | **Description** |
|---|---|
| Assess strengths and gaps in the institutional delivery system. | Provide a summary of the organizational capacity of the grantee and its partners to address the needs of the community. For HOME PJs, address the capacity of Community Housing Development Organizations (CHDOs). |
| ***For States with Colonias only:*** | |
| Assess strengths and gaps in the institutional delivery system working within the Colonias. | For states with Colonias, provide a summary of the organizational capacity of organizations working within Colonias to address the needs of the community. |

## DATA ENTRY: HOMELESS SERVICES TABLE

For each service listed in the table, indicate if the service is available in the community and if there are services in the community that specifically target homeless populations and persons with HIV.

To add a service not listed, click the <Add Other> link at the bottom of the table.

| **Homelessness Prevention Services** | Available in the Community | Targeted to Homeless | Targeted to People with HIV |
|---|---|---|---|
| **Homelessness Prevention Services** | | | |
| Counseling/Advocacy | | | |
| Legal Assistance | | | |
| Mortgage Assistance | | | |
| Rental Assistance | | | |
| Utilities Assistance | | | |
| **Street Outreach Services** | | | |
| Law Enforcement | | | |
| Mobile Clinics | | | |
| Other Street Outreach Services | | | |



| Supportive Services | | | |
|---|---|---|---|
| Alcohol & Drug Abuse | ☐ | ☐ | ☐ |
| Child Care | ☐ | ☐ | ☐ |
| Education | ☐ | ☐ | ☐ |
| Employment and Employment Training | ☐ | ☐ | ☐ |
| Healthcare | ☐ | ☐ | ☐ |
| HIV/AIDS | ☐ | ☐ | ☐ |
| Life Skills | ☐ | ☐ | ☐ |
| Mental Health Counseling | ☐ | ☐ | ☐ |
| Transportation | ☐ | ☐ | ☐ |
| Other | ☐ | ☐ | ☐ |
| If Other Specify... | | | |

## DATA ENTRY: NARRATIVE

| **Field**<br>***Indicates required field** | **Description** |
|---|---|
| Describe the extent to which services targeted to homeless persons and persons with HIV, and mainstream services, such as health, mental health, and employment services are made available to and used by homeless persons (particularly chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) and persons with HIV within the jurisdiction. | Provide a brief summary of the institutional structure that serves homeless persons and persons with HIV. Include mainstream services (those designed to serve all people) in this discussion as well. |
| Describe the strengths and gaps of the service delivery system for special needs population and persons experiencing homelessness, including, but not limited to, the services listed in Homeless Services Table above. | Provide a summary of the organizational capacity of the grantee and its partners to address the needs of the community's homeless population and persons with special needs. |
| Provide a summary of the strategy for overcoming gaps in the institutional structure and service delivery system to address priority needs. | Provide a summary of how the gaps identified above will be addressed. |

## SP-45 Goals

Regulation Citation: 24 CFR 91.215(a)(4), 91.315(a)(4), 91.415

### OVERVIEW

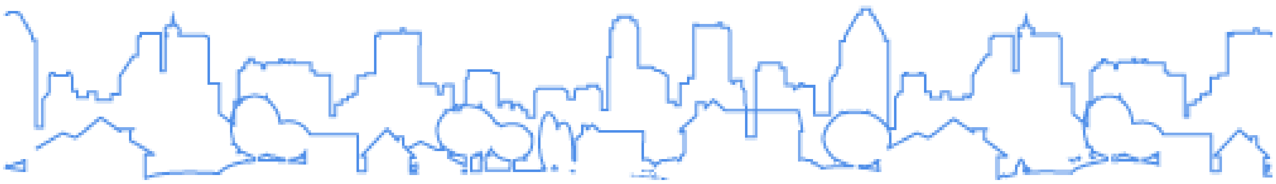
For local jurisdictions, the plan must summarize its priorities and the specific goals it intends to initiate and/or complete within the term of the Strategic Plan. Each goal must use one or more Goal Outcome Indicators to describe in quantitative terms what the jurisdiction hopes to achieve. The plan should be explicit about what the jurisdiction intends to do with formula grant funds in the context of its larger strategy.

For state grantees, the plan should provide goals to the extent that the grantee is able to do so. HUD recognizes that states generally do not initiate specific projects or activities, but offer programs through which local communities apply for funding to accomplish specific objectives. These local applications are submitted after the Consolidated Plan is submitted to HUD and approved.

Much like the priority needs, the template provides grantees a great deal of flexibility in establishing goals in that the grantee determines the number of goals and how the goals are defined. Keep in mind that the goals listed in the Strategic Plan and those in the Action Plan will be tightly linked. In order to be included in the Action Plan, a goal must also appear in the Strategic Plan.

### DATA ENTRY: GOALS TABLE

The Goals page will list all of the goals entered to date. To add a new goal, click the <Add Goal> button to display the Add Goal page. To view a summary of Strategic Plan goals entered to date, including the goal, geographic area, need(s) addressed, proposed funding, and goal outcome indicators (GOI), click the <View Summary> button. The fields below are displayed when adding a goal.



Goals:

| Sort* | Goal Name | Action |
|---|---|---|
| 1 | Rapid Re-Housing | View \| Edit \| Delete |
| 2 | Homeless Prevention | View \| Edit \| Delete |
| 3 | Acquisition-Rehabilitation of Distressed Property | View \| Edit \| Delete |
| 4 | Job Training | View \| Edit \| Delete |

Add Goal | View Summary

| **Field** **Indicates required field* | **Description** |
|---|---|
| Name* | Provide a short, descriptive name for the goal. Limited to 50 characters. |
| Description* | Provide a brief description, including specific details of the goal (if known). |
| Category* | Place a check next to one or more of the categories of need that will be addressed by the goal. |
| Start Year* | Enter the first program year in which the jurisdiction will begin to address the goal. |
| End Year* | Enter the last program year in which the jurisdiction plans to address the goal. |
| Objective* | Select the most appropriate objective based on why the goal was chosen. |
| Outcome* | Select the most appropriate outcome based on what the goal is trying to achieve. |
| Geographic Areas Included | Select each geographic area that will be served by activities aimed at achieving this goal. Only those areas with a check in the Include column on the SP-10 Geographic Priorities screen will appear. |
| Priority Needs Addressed | Place a check next to each priority need that will be addressed by this goal. |
| Funding Allocated | For each formula program, enter an estimated amount that will be used to address this goal over the period of the Strategic Plan. |
| Goal Outcome Indicator | Enter a quantitative goal for one or more of the following goal outcome indicators.<br>1. Public facility or infrastructure activities other than low/moderate-income housing benefit<br>2. Public facility or infrastructure activities for low/moderate-income housing benefit<br>3. Public service activities other than low/moderate-income housing benefit<br>4. Public service activities for low/moderate-income housing benefit<br>5. Facade treatment/business-building rehabilitation<br>6. Brownfield acres remediated<br>7. Rental units constructed |

| | |
|---|---|
| | 8. Rental units rehabilitated |
| | 9. Homeowner housing added |
| | 10. Homeowner housing rehabilitated |
| | 11. Direct financial assistance to homebuyers |
| | 12. Tenant-based rental assistance/Rapid rehousing |
| | 13. Homeless person overnight shelter |
| | 14. Overnight/Emergency shelter/Transitional housing beds added |
| | 15. Homelessness prevention |
| | 16. Jobs created/retained |
| | 17. Businesses assisted |
| | 18. Housing for homeless added |
| | 19. Housing for people with HIV/AIDS added |
| | 20. HIV/AIDS housing operations |
| | 21. Buildings demolished |
| | 22. Housing code enforcement/Foreclosed property care |
| | 23. Other (Specify) |

## Strategic Plan

### SP-48 Goals Summary

Close

| Goal | Category | Geographic Area | Needs Addressed | Funding |
|---|---|---|---|---|
| Chronic Homelessness | Homeless | | | |
| | Start Year: 2012 | End Year: 2016 | Outcome:<br>Availability/accessibility | Objective:<br>Create suitable living environments |
| | Description:<br>Funds will be used to assist chronically homeless individuals move from living on the street to stabilized, permanent housing situations. Planned activities include street outreach, case management, emergency shelter, rental assistance, and supportive services. | | | |
| | Goal Outcome Indicator<br>Tenant-based rental assistance / Rapid Rehousing<br>Homeless Person Overnight Shelter | | | Quantity<br>50<br>50 | UoM<br>Households Assisted<br>Persons Assisted |

# SP-50 Public Housing Accessibility and Involvement

Regulation Citation: 24 CFR 91.215(c), 91.315(c), 91.415

## OVERVIEW

The plan must include a concise summary of the jurisdiction's strategy to address the needs of public housing developments and their tenants. Jurisdictions are allowed to cross-reference pages of relevant documents such as the PHA plan in order to streamline the Consolidated Plan and make the process less burdensome.

For local government grantees, the plan must include:

- The need to increase the number of accessible units where required by Section 504;
- Strategies to encourage public housing residents to become more involved in management and to participate in homeownership; and
- If HUD designates the public housing agency as "troubled," strategies to provide financial or other assistance to improve its operations and remove such a designation.

For state grantees, the plan must do the following:

- For a state that has a state housing agency administering public housing funds, the plan must describe activities to encourage resident involvement in management and to participate in homeownership;
- The plan must describe how the state will address the needs of public housing; and
- If HUD designates a public housing agency located within the non-entitlement portion of the state as "troubled," the strategy for the state must describe the manner in which the state or unit of general local government will provide financial or other assistance to improve the public housing agency's operations and remove the "troubled" designation.

## DATA ENTRY: NARRATIVE

| **Field**<br>***Indicates required field*** | **Description** |
|---|---|
| Need to Increase the Number of Accessible Units (if Required by a Section 504 Voluntary Compliance Agreement) | Describe, if required by a Section 504 Voluntary Compliance Agreement, the need to increase the number of accessible units. |
| Activities to Increase Resident Involvement | Describe how the grantee will encourage public housing residents to become more involved in management and to participate in homeownership programs. |
| Is the public housing agency designated as troubled under 24 CFR part 902? | Answer Yes, No, or Not Applicable (N/A). |

| | |
|---|---|
| Plan to remove the 'troubled' designation | If grantee's public housing agency is troubled, describe the manner in which the state or unit of local government will provide financial or other assistance to improve the agency's operations and to remove such designation. |

## SP-55 Barriers to Affordable Housing

Regulation Citation: 24 CFR 91.215(h), 91.315(h), 91.415

### OVERVIEW

The plan must identify strategies for removing or ameliorating any negative effects of public policies that serve as barriers to affordable housing identified on MA-40 Barriers to Affordable Housing. Such policies include tax policy affecting land and other property, land use controls, zoning ordinances, building codes, fees and charges, growth limits, and policies that affect the return on residential investment. HUD has established a regulatory barrier clearinghouse at http://www.huduser.org/rbc that provides examples of how communities can identify and remove barriers to affordable housing.

### DATA ENTRY

The table below includes the data entry fields for this screen.

| **Field**<br>***Indicates required field** | **Description** |
|---|---|
| Barriers to Affordable Housing | This description of Barriers to Affordable Housing is a read-only copy of the text provided on MA-40 Barriers to Affordable Housing. |
| Strategy to Remove or Ameliorate the Barriers to Affordable Housing | Describe the specific efforts to be employed to reduce the barriers to affordable housing. |

## SP-60 Homelessness Strategy

Regulation Citation: 91.215(d), 91.315(d), 91.415

### OVERVIEW

The plan must describe the jurisdiction's strategy for reducing and ending homelessness through:

- Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs;
- Addressing the emergency shelter and transitional housing needs of homeless persons;
- Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living; and
- Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families who are:
    - likely to become homeless after being discharged from publicly funded institutions and systems of care into homelessness, or
    - receiving assistance from public and private agencies that address housing, health, social services, employment, education, or youth needs.

The strategies should consider both the housing and supportive services needed in each stage of the process. Many elements of the Continuum of Care plan (homeless needs, inventory, strategy, and priorities) correspond to the homeless elements required by the Consolidated Plan. HUD guidelines and guidance seek to integrate the two planning processes and use the CoC information for the Consolidated Plan. A jurisdiction may attach relevant portions of the CoC plan and include any supplementary information necessary to complete the Consolidated Plan, such as the CoC Housing Inventory Chart, Service Activity Chart, the discharge coordination policy, and plans to end homelessness or chronic homelessness.

Where the CoC geography is not contiguous with a jurisdiction’s geography, the relevant parts of the CoC plan should be apportioned to the grantee’s jurisdiction. States may consider including a combination of goals from all of the CoCs in the state, focusing on the Balance of State CoC goals (if applicable), and/or including the goals from the State Interagency Plan or Statewide 10-year plan.

## DATA ENTRY: NARRATIVE

The table below includes the data entry fields for this screen.

| **Field**<br>***Indicates required field** | **Description** |
|---|---|
| Describe how the jurisdiction's strategy and how the Strategic Plan goals contribute to the strategy for the following: | |
| Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs. | Describe the jurisdiction’s strategy for reaching out to homeless persons and assessing their individual needs. |
| Addressing the emergency shelter and transitional housing needs of homeless persons. | Describe the jurisdiction's strategy for addressing the emergency shelter and transitional housing needs of homeless persons. |
| Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again. | Describe the jurisdiction's strategy for rapid-rehousing. |
| Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs. | Describe the jurisdiction's strategy for homelessness prevention. |

## SP-65 Lead-based Paint Hazards

Regulation Citation: 24 CFR 91.215(i), 91.315(i), 91.415

### OVERVIEW

The plan must outline the following in regard to lead-based paint hazards:

- Proposed actions to evaluate and reduce lead-based paint hazards;
- Proposed actions to increase access to housing without such health hazards;
- How the proposed actions are related to the extent of lead poisoning and hazards; and
- How the proposed actions will be integrated into housing policies and programs.

### DATA ENTRY: NARRATIVE

| **Field**<br>***Indicates required field** | **Description** |
|---|---|
| ***Local Entitlements and Consortia only:*** | |
| Actions to address LBP hazards and increase access to housing without LBP hazards | Outline the actions proposed or being taken to evaluate and reduce lead-based paint hazards, describe how the plan for reduction of lead-based paint hazards is related to the extent of lead poisoning and hazards, and how the plan for reduction will be integrated into housing policies and programs. |
| How are the actions listed above related to the extent of lead poisoning and hazards? | Describe how the extent of lead poisoning and hazards will affect the jurisdiction's plan of action. For example, a jurisdiction may give higher priority to homes with children or neighborhoods with higher incidence rates of poisoning. |
| How are the actions listed above integrated into housing policies and procedures? | Indicate how the plan and actions will be integrated into the housing policies and procedures. |
| ***States only:*** | |
| Actions to address LBP hazards and increase access to housing without LBP hazards | Outline the actions proposed or being taken to evaluate and reduce lead-based paint hazards. Describe how the plan for reduction of lead-based paint hazards will be implemented. |
| How are the actions listed above integrated into housing policies and procedures? | Indicate how the plan and actions will be integrated into the housing policies and procedures. |

# SP-70 Anti-Poverty Strategy

Regulation Citation: 24 CFR 91.215(j), 91.315(j), 91.415

## OVERVIEW

The plan must provide a concise summary of the jurisdiction's goals, programs, and policies for reducing the number of poverty-level families. The plan should focus on activities designed to reduce the number of persons in poverty rather than on services provided to persons in poverty. In addition, the plan should focus on factors over which the jurisdiction has control, including:

- The coordination of housing programs funded through the Consolidated Plan with the jurisdiction's other programs and services in order to reduce the number of poverty-level families;
- Job training, job placement, life skills training, and welfare to work programs designed to reduce the number of poverty-level families; and
- The jurisdiction's policies for providing employment and training opportunities to Section 3 residents pursuant to 24 CFR 135.

For state grantees, the plan must describe how programs will be coordinated with Temporary Assistance for Needy Families (TANF), as well as with employment and training programs and services. States can satisfy this requirement by citing statewide plans and other relevant planning documents.

## DATA ENTRY: NARRATIVE

| **Field**<br>***Indicates required field** | **Description** |
|---|---|
| Jurisdiction Goals, Programs, and Policies for Reducing the Number of Poverty-Level Families | Describe the jurisdiction's goals, programs, and policies for reducing the number of poverty-level families. How are resources being targeted to have an impact for people in poverty? Describe how the number of families in poverty will be reduced as opposed to how families in poverty are provided services. The grantee should consider factors over which the jurisdiction has control. |
| How are the jurisdiction's poverty-reducing goals, programs, and policies coordinated with this affordable housing plan? | Describe the jurisdiction's coordination of goals, programs, and policies for reducing the number of poverty-level families with the affordable housing plan. |

## SP-75 Colonias Strategy

Citation(s): See Section 916 of the National Affordable Housing Act of 1990, see also HUD Notice CPD 11-001.

### OVERVIEW

A colonia is defined as any identifiable community in the United States–Mexico border regions of Arizona, California, New Mexico, and Texas that has inadequate sewage systems, no potable water supply, and a shortage of decent, safe, and sanitary housing. The border region includes the area within 150 miles of the U.S.–Mexico border excluding metropolitan statistical areas with populations exceeding one million.

Texas, Arizona, California, and New Mexico set aside up to 10 percent of their state CDBG funds for colonias. The set-aside funds are used for all CDBG-eligible activities that meet the needs of colonias. Common uses of these funds include water system and sewer improvements and housing assistance.

### DATA ENTRY

| **Field**<br>***Indicates required field** | **Description** |
|---|---|
| Describe the state's homeless strategy within colonias. | Describe what strategy the state will employ to address homelessness within the colonias. |
| Describe the barriers to affordable housing in colonias. | Describe what strategy the state will employ to remove or minimize public policies that adversely impact affordable housing within the colonias. |
| Describe the state’s strategy for addressing barriers to affordable housing (including substandard housing) in colonias. | Describe what strategy the state will employ to address those public policies that create barriers to affordable housing including substandard housing within the colonias. |
| Describe the state’s goals/programs/policies for reducing the number of poverty-level families in colonias. | Describe the efforts the state will employ to reduce the number of families living at or below poverty-level through targeted goals, specific programs, and policies within the colonias. Indicate how the number of poverty-level families will be reduced, including more description than just services or benefits provided. |
| Describe how the state’s goals/programs/policies for producing and preserving affordable housing in the colonias will be coordinated with other programs and services. | Describe how the jurisdiction will coordinate its actions with other program services in order to increase production and preservation of affordable housing. |

# SP-80 Monitoring

Regulation Citation(s): 24 CFR 91.230, 91.330, 91.430

## OVERVIEW

The plan must describe the standards and procedures the jurisdiction will use to monitor its housing and community development projects and ensure long-term compliance with program and comprehensive planning requirements.

New monitoring provisions proposed under HOME regulations include:

- Requiring state and local governments to adopt policies and procedures to improve their oversight of projects, to develop a system for assessing the relative risk of projects, and to more closely monitor their HOME-funded subrecipients.
- Requiring state and local governments to assess a developer's capacity to complete a HOME project, and the project's long-term viability, before they commit HOME funds to a project.
- Requiring more frequent reporting by participating state and local jurisdictions to enable HUD to more closely track projects once they are underway.
- Setting a higher performance bar by establishing specific timeframes for taking appropriate corrective actions against participating jurisdictions that fail to complete projects or initiatives they have undertaken.

## DATA ENTRY: NARRATIVE

The table below includes the data entry fields for this screen.

| **Field**<br>***Indicates required field** | **Description** |
|---|---|
| Describe the standards and procedures that the grantee will use to monitor activities carried out in furtherance of the plan and will use to ensure long-term compliance with requirements of the programs involved, including minority business outreach and the comprehensive planning requirements. | The monitoring plan must describe:<br>• The standards and procedures that the jurisdiction will use to monitor activities carried out in furtherance of the plan, incorporating the HOME program emphasis if applicable.<br>• What defined efforts the jurisdiction will utilize to ensure long-term compliance with requirements of the programs. This includes minority business outreach and the comprehensive planning requirements. |

# FIRST-YEAR ACTION PLAN

In the Action Plan, the jurisdiction must provide a concise summary of the actions, activities, and programs that will take place during the program year to address the priority needs and goals identified by the Strategic Plan. In the template, the information collected for the first-year Action Plan will differ slightly from other years in that some of the sections are part of the Consolidated Plan and are not repeated in the Year 1 Action Plan. These include the Executive Summary, Consultation, and Citizen Participation sections.

The Year 1 Action Plan template contains the following sections:

- AP-15 Expected Resources
- AP-20 Annual Goals and Objectives
- AP-25 Allocation Priorities (States Only)
- AP-30 Method of Distribution (States Only)
- AP-35 Projects
- AP-40 Section 108 Loan Guarantee (States Only)
- AP-45 Community Revitalization Strategies (States Only)
- AP-48 Method of Distribution for Colonias (States Only)
- AP-50 Geographic Distribution
- AP-55 Affordable Housing
- AP-60 Public Housing
- AP-65 Homeless and Other Special Needs Activities
- AP-70 HOPWA goals (HOPWA grantees only)
- AP-75 Barriers to affordable housing
- AP-80 Colonias Actions (States bordering Mexico only)
- AP-85 Other Actions
- AP-90 Program Specific Requirements

## AP-15 Expected Resources

Regulation Citation(s): 24 CFR 91.220(c)(1, 2), 91.320(c)(1, 2), 91.420(b)

### OVERVIEW

The plan must provide a concise summary of the Federal resources expected to be made available. These resources include grant funds, anticipated program income, and other resources such as private and non-Federal public sources that are reasonably expected to be available to the jurisdiction to carry out its Strategic Plan over the course of the program year.

The plan must explain how Federal funds will leverage these additional resources, including a description of how matching requirements of the HUD programs will be satisfied.

The screen contains the following sections:

- Introduction
- Anticipated Resources Table (Read Only)
- Additional Narrative

### DATA ENTRY: INTRODUCTION

| **Field**<br>***Indicates required field** | **Description** |
|---|---|
| Introduction | Use this field to provide a short summary of the anticipated resources that the jurisdiction will have at its disposal over the course of the program year. |

## ANTICIPATED RESOURCES TABLE

For the First year Action Plan, this table is read-only and displays the information entered on the SP-35 Anticipated Resources screen. For Action Plans for subsequent years, users must provide estimates for each source of funds.

| **Field**<br>***Indicates required field** | **Description** |
|---|---|
| Source (read only) | Source of grantee formula funds |
| Use of Funds | As listed: Acquisition, Economic Development, Housing, Public Improvements, etc. |
| Expected Amount Available Year 1<br>Annual Allocation<br>Program Income<br>Prior Year Resources<br>Total (Calculated) | Available formula grant funds received by grantee plus program income anticipated in the coming year and prior year funds to be reallocated. |
| Expected Amount Available for Remainder of Consolidated Plan | Estimate the amount of funds expected during the remainder of the Consolidated Plan time frame. |
| Narrative Description | Describe how the funds will leverage additional resources from private, state, and local funds. |

## DATA ENTRY: NARRATIVE

| **Field**<br>***Indicates required field** | **Description** |
|---|---|
| Explain how Federal funds will leverage those additional resources (private, state, and local funds), including a description of how matching requirements will be satisfied. | Describe how matching (HOME and ESG) requirements will be satisfied and how Federal funds will leverage those additional resources (private, state, and local funds). |
| If appropriate, describe publicly owned land or property located within the jurisdiction that may be used to address the needs identified in the plan. | Describe any publicly owned land or property within the jurisdiction that may be used to address needs identified in the plan. |
| Discussion | Use this field to provide additional narrative regarding the information provided on this page. |

## ANTICIPATED RESOURCES TABLE

| Source of Funds | Source | Uses of Funds | Expected Amount Available Year 1 | Expected Amount Available Remainder of Con Plan | Narrative Description | Action |
|---|---|---|---|---|---|---|
| CDBG | public - federal | Acquisition<br>Admin and Planning<br>Economic Development<br>Housing<br>Public Improvements<br>Public Services | Annual Allocation: $<br>Program Income: $<br>Prior Year Resources: $<br>Total: $ 0 | $ | | |
| HOME | public - federal | Acquisition<br>Homebuyer assistance<br>Homeowner rehab<br>Multifamily rental new construction<br>Multifamily rental rehab<br>New construction for ownership<br>TBRA | Annual Allocation: $<br>Program Income: $<br>Prior Year Resources: $<br>Total: $ 0 | $ | | |
| HOPWA | public - federal | Permanent housing in facilities<br>Permanent housing placement<br>STRMU<br>Short term or transitional housing facilities<br>Supportive services<br>TBRA | Annual Allocation: $<br>Program Income: $<br>Prior Year Resources: $<br>Total: $ 0 | $ | | |
| ESG | public - federal | Conversion and rehab for transitional housing<br>Financial Assistance<br>Overnight shelter<br>Rapid re-housing (rental assistance)<br>Rental Assistance<br>Services<br>Transitional housing | Annual Allocation: $<br>Program Income: $<br>Prior Year Resources: $<br>Total: $ 0 | $ | | Add |

# AP-20 Annual Goals and Objectives

Regulation Citation: 24 CFR 91.220(c)(3) and (e), 91.320(c)(3) and (e), 91.420

## OVERVIEW

For local jurisdictions, the plan must summarize the specific goals it intends to initiate and/or complete within the term of the program year. Each goal must use one or more of the Goal Outcome Indicators to describe in quantitative terms what the jurisdiction hopes to achieve. The plan should be explicit about what the jurisdiction intends to do with formula grant funds in the context of its larger strategy.

For state grantees, the plan should provide goals to the extent they are able to do so.

A goal must be listed in the Strategic Plan on SP-45 Goals in order to be included in the Action Plan. A jurisdiction can only have one annual goal for each goal in the Strategic Plan.

## DATA ENTRY: GOALS

The Annual Goals and Objectives page lists all goals entered to date. To add a new goal, click the <Add Goal> button to display the Annual Goals Table.

To view a summary of annual goals entered to date, including the goal, geographic area, need(s) addressed, proposed funding, and goal outcome indicators (GOI), click the <View Summary> button.

To change the sort order of the goals, edit the fields in the Sort column and click the <Save and Return> button to refresh the screen.

**Goals:**

| Sort* | Goal Name | Action |
|---|---|---|
| 1 | Rapid Re-Housing | View \| Edit \| Delete |
| 2 | Homeless Prevention | View \| Edit \| Delete |
| 3 | Acquisition-Rehabilitation of Distressed Property | View \| Edit \| Delete |
| 4 | Job Training | View \| Edit \| Delete |

Add Goal | View Summary

| **Field** **Indicates required field* | **Description** |
|---|---|
| Strategic Plan Goal* | Select a Strategic Plan goal from the dropdown box. You can have only one Annual Goal for each Strategic Plan goal. |
| Narrative | Provide a brief description, including specific details of the goal (if known). |
| Category*<br>Start Year*<br>End Year*<br>Objective*<br>Outcome* | These fields are read-only. The data are copied from the information provided for the corresponding Strategic Plan goal. |
| Geographic Areas Included | Select each geographic area that will be served by activities aimed at achieving this goal. |
| Priority Needs Addressed | Place a check next to each priority need that will be addressed by this goal. |
| Goal Outcome Indicator | Enter a quantitative annual goal for each Goal Outcome Indicator that applies. For consistency, the jurisdiction should select the same Goal Outcome Indicators for the annual goals as they did for the Strategic Plan goals. |

## AP-23 Annual Goals Summary

Close

| Goal | Category | Geographic Area | Needs Addressed | Funding |
|---|---|---|---|---|
| Chronic Homelessness | Homeless | | | |
| | Start Year: 2012 | End Year: 2016 | Outcome: Availability/accessibility | Objective: Create suitable living environments |
| | Narrative: Funds will be used to assist chronically homeless individuals move from living on the street to stabilized, permanent housing situations. Planned activities include street outreach, case management, emergency shelter, rental assistance, and supportive services. | | | |

| Goal Outcome Indicator | Quantity | UoM |
|---|---|---|
| Tenant-based rental assistance / Rapid Rehousing | 10 | Households Assisted |
| Homeless Person Overnight Shelter | 10 | Persons Assisted |

# AP-25 Allocation Priorities (States Only)

Regulation Citation: 24 CFR 91.320(d)

## OVERVIEW

For state grantees, the plan must describe the reasons for its allocation priorities and how the proposed distribution of funds will address the priority needs and goals of the Strategic Plan. In the template, a state will be asked to express its allocation priorities by assigning a percentage of each CPD grant to each goal. The level of detail in these sections does not have to be extensive as long as the details are contained in other readily available state documents.

## DATA ENTRY: INTRODUCTION

| **Field**<br>***Indicates required field** | **Description** |
|---|---|
| Introduction | Use the Introduction to provide highlights and key points of the funding allocation priorities. |

## DATA ENTRY: FUNDING ALLOCATION PRIORITIES TABLE

In this table, state grantees will indicate the percentage of funds expected to be allocated to each goal for each funding source.

**Funding Allocation Priorities**

| | Rapid Re-Housing (%) | Homeless Prevention (%) | Job Training (%) | Acquisition-Rehabilitation of Distressed Property (%) | Total (%) |
|---|---|---|---|---|---|
| CDBG | | | 10 | 90 | 100 |
| HOME | | | | 100 | 100 |
| HOPWA | | | | | |
| ESG | 80 | 20 | | | 100 |
| General Fund | | 40 | 60 | | 100 |

## DATA ENTRY: ADDITIONAL NARRATIVE

| **Field**<br>***Indicates required field** | **Description** |
|---|---|
| Reason for Allocation Priorities | Provide a narrative that describes the rationale for assigning the percentages listed in the table above. States may reference other state documents. |
| How will the proposed distribution of funds address the priority needs and specific objectives described in the Consolidated Plan? | Provide a brief narrative that describes how the use of funds will contribute to achieving the goals set forth in the Consolidated Plan. |

# AP-30 Method of Distribution (States Only)

Regulation Citation: 24 CFR 91.320(d) and (k)

## OVERVIEW

For state grantees, the plan must include a description of its method(s) for distribution.

## DATA ENTRY: INTRODUCTION

| **Field**<br>***Indicates required field** | **Description** |
|---|---|
| Introduction | Provide an overview with key points describing the method(s) of distribution. |

## DATA ENTRY: DISTRIBUTION METHODS TABLE

Complete this table for each different distribution methodology used. To add a new method, click the <Add Method> button at the bottom of the table.

| **Field**<br>***Indicates required field** | **Description** |
|---|---|
| State Program Name* | Provide a name for the method of distribution. |
| Funding Sources | Select each funding source that will use the method of distribution. The system will list all funding sources that were inserted on the SP-35 Anticipated Resources screen. |
| Describe the state program addressed by the Method of Distribution. | Self-explanatory. |
| Describe all the criteria that will be used to select applications and the relative importance of these criteria. | Self-explanatory. |
| If only summary criteria were described, how can potential applicants access application manuals or other state publications describing the application criteria? (CDBG only) | Self-explanatory. |
| Describe the process for awarding funds to state recipients and how the state will make its allocation available | Self-explanatory. |

| | |
|---|---|
| to units of general local government and nonprofit organizations, including community and faith-based organizations. (ESG only) | |
| Identify the method of selecting project sponsors (including providing full access to grassroots faith-based and other community-based organizations). (HOPWA only) | Self-explanatory. |
| Describe how resources will be allocated among funding categories. | Self-explanatory. |
| Describe threshold factors and grant size limits. | Self-explanatory. |
| What are the outcome measures expected as a result of the Method of Distribution? | Self-explanatory. |

## DATA ENTRY: DISCUSSION NARRATIVE

| **Field**<br>***Indicates required field** | **Description** |
|---|---|
| Discussion | Use the discussion to provide any narrative not included in other sections of the screen. |

## AP-35 Projects

Regulation Citation(s): 24 CFR 91.220(d), 91.420

### OVERVIEW

The Action Plan must provide a concise summary of the eligible programs or activities that will take place during the program year to address the priority needs and specific objectives identified in the Strategic Plan. In the template, each eligible program/activity is called a **project**.

The jurisdiction should include enough detail for each project so that HUD may determine that the project is an eligible use of the proposed funding source. Each project must be associated with one or more priority needs and one or more goals. The jurisdiction must use one or more of the Goal Outcome Indicators to describe the planned accomplishments and indicate a target date for realizing the accomplishment.

This section will replace the former table 3C.

### DATA ENTRY: NARRATIVE

The table below includes the data entry fields for this screen.

| **Field**<br>***Indicates required field** | **Description** |
|---|---|
| Introduction | Use this field to provide a short overview of the jurisdiction's planned actions and to emphasize key points regarding the topics listed on the page. |

### DATA ENTRY: PROJECTS TABLE

The Projects page will list all projects entered to date. For each project listed, the user can view, edit, or remove the project. To add a new project, click the <Create a New Project> link to display a blank Add Project page or click the <Add an Existing Project> to choose a project that has already been added to IDIS. To view a summary of projects entered to date, click the <View Summary> link. The user will see the following fields when adding a new project:

| **Field**<br>***Indicates required field** | **Description** |
|---|---|
| Project Title* | Provide a descriptive title that will provide the reader a good idea of what will be funded. Some jurisdictions develop naming conventions to |

| | |
|---|---|
| | achieve consistency in project titles. |
| Grantee/PJ Project ID | Use this field to enter a local code or tracking number, such as a contract number or local accounting number, that will help the jurisdiction reconcile this IDIS project with local records. |
| Description | Provide a brief summary of the nature of the project that will help the reader determine how the project is eligible and its intended objectives and outcomes. Include an estimate of the number and type of families (including income level) that will benefit from the proposed use of funds and a target date for completing each activity. |
| Allow Another Organization to Set up Activities under this Project | Click this button ONLY if the jurisdiction will provide IDIS access to another organization to complete the IDIS data entry for this project. This field is read-only in the Action Plan; this field can only be edited from the Projects menu in IDIS. |
| Assign Sponsor for this Project (only for HOPWA or HOPWA-C programs) | For HOPWA-funded projects, click on this button to select the sponsor responsible for carrying out the project. This field is read-only in the Action Plan; this field can only be edited from the Projects menu in IDIS. For guidance on setting up HOPWA-funded projects, please refer to:<br>http://www.hud.gov/offices/cpd/systems/idis/reporting/HOPWAReportingIDISOnline.pdf |
| Estimated Amount (including Program Income) | Enter an amount for each grant program that will fund the project. |
| Expected Resources | Provide an amount of funds the jurisdiction expects to allocate to this project, by funding source. This section will include all funding sources listed on SP-35 Anticipated Resources. |
| Annual Goals Supported | Place a check next to each Annual Goal that the project will support. |
| Target Areas Included | Place a check next to each target area that will be served by the proposed project. A project may address more than one target area. |
| Priority Need(s) Addressed | Place a check next to each priority need addressed by the proposed project. A project may address more than one priority need. |
| Planned Activities | Provide a brief summary of the eligible activities to be funded as part of this project. |
| Goal Outcome Indicator | Enter a quantitative goal for one or more of the following Goal Outcome Indicators. For consistency, the same Goal Outcome Indicators that were used at the Strategic Plan goals and Annual goals should be used at the project level.<br>• Public facility or infrastructure activities other than low/moderate-income housing benefit<br>• Public facility or infrastructure activities for low/moderate-income housing benefit<br>• Public service activities other than low/moderate-income housing benefit |

| | |
|---|---|
| | • Public service activities for low/moderate-income housing benefit<br>• Facade treatment/business-building rehabilitation<br>• Brownfield acres remediated<br>• Rental units constructed<br>• Rental units rehabilitated<br>• Homeowner housing added<br>• Homeowner housing rehabilitated<br>• Direct financial assistance to homebuyers<br>• Tenant-based rental assistance/Rapid rehousing<br>• Homeless person overnight shelter<br>• Overnight/Emergency shelter/Transitional housing beds added<br>• Homelessness prevention<br>• Jobs created/retained<br>• Businesses assisted<br>• Housing for homeless added<br>• Housing for people with HIV/AIDS added<br>• HIV/AIDS housing operations<br>• Buildings demolished<br>• Housing code enforcement/Foreclosed property care<br>• Other (Specify) |

## DATA ENTRY: NARRATIVE

| **Field**<br>***Indicates required field** | **Description** |
|---|---|
| Describe the reasons for allocation priorities and any obstacles to addressing underserved needs | If funding priorities have changed from those outlined in the Strategic Plan, describe the changes and the basis for those changes.<br>List any obstacles to addressing underserved needs and proposed actions to overcoming those obstacles. |

# AP-40 Section 108 Loan Guarantee (States Only)

Regulation Citation: 24 CFR 91.320(k)(1)(ii)

## OVERVIEW

For state grantees, the plan must indicate if the state plans on allowing Units of General Local Government (UGLG) to apply for Section 108 Loan Guarantees available through CDBG. These loan guarantees provides communities with a source of financing for economic development, housing rehabilitation, public facilities, and large-scale physical development projects. Borrowed funds are guaranteed by future CDBG allocations to cover the loan amount as security for the loan.

States may choose to identify one or more specific UGLGs to be assisted or may indicate that all or a specified subset of UGLGs are eligible for assistance and describe how applications will be selected for assistance.

## DATA ENTRY: NARRATIVE

| **Field**<br>***Indicates required field** | **Description** |
|---|---|
| Will the state help non-entitlement units of general local government to apply for Section 108 loan funds? | Yes or No. |
| If yes, describe available grant amounts. | Describe the level of assistance available to UGLGs, the types of programs eligible for assistance, the national objective(s) to be met, and the planned repayment for the amount of funds borrowed. |
| If yes, describe how applications will be accepted. | Describe the state's process for selecting applications from its UGLGs. |

# AP-45 Community Revitalization Strategies (States Only)

Regulation Citation(s): 24 CFR 91.320(k)(1)(ii)

## OVERVIEW

For state grantees, the plan must indicate if the state plans on allowing Units of General Local Government (UGLG) to apply for a Community Revitalization Strategy designation. Such designation provides the State and UGLG regulatory flexibility in satisfying the eligibility and national objective requirements of the CDBG program.

If a state elects to allow revitalization strategies in its program, the plan must describe the state's process and criteria for approving local government's revitalization strategies. A state must approve a local government's revitalization strategy before it may be implemented.

## DATA ENTRY: NARRATIVE

| **Field**<br>***Indicates required field** | **Description** |
|---|---|
| Will the state allow units of general local government to carry out community revitalization strategies? | Yes or No. |
| Describe the state's process and criteria for approving local government's revitalization strategies. | Self-explanatory. |

# AP-48 Method of Distribution for Colonias Set-Aside (States with Colonias Only)

Regulation Citation: 91.320(d)&(k), see also HUD Notice CPD 11-001

## OVERVIEW

State grantees that border Mexico (Texas, Arizona, California, and New Mexico) may set aside up to ten percent of their state CDBG funds for colonias. A colonia is defined as any identifiable community in the United States–Mexico border regions of Arizona, California, New Mexico, and Texas that has inadequate sewage systems, no potable water supply, and a shortage of decent, safe, and sanitary housing. The set-aside funds are used for all CDBG-eligible activities that meet the needs of colonias. Common uses of these funds include water system and sewer improvements and housing assistance.

This screen collects information about the state's method of distribution specifically for colonias.

## DATA ENTRY: DISTRIBUTION METHODS TABLE

Complete this table for each different distribution methodology used. To add a new method, click the <Add Method> button at the bottom of the table.

| **Field**<br>***Indicates required field** | **Description** |
|---|---|
| State Program Name* | |
| Funding Sources | Select each funding source that will use the method of distribution. The system will list all funding sources that were inserted on the SP-35 Anticipated Resources screen. |
| Describe the state program addressed by the Method of Distribution. | |
| Describe all of the criteria that will be used to select applications and the relative importance of these criteria. | |
| If only summary criteria were described, how can potential applicants access application manuals or other state publications describing the application criteria? (CDBG only) | |
| Describe the process for awarding funds to state recipients and how the state will make its allocation available to units of general local | |

| | |
|---|---|
| government and nonprofit organizations, including community and faith-based organizations. (ESG only) | |
| Identify the method of selecting project sponsors (including providing full access to grassroots faith-based and other community-based organizations). (HOPWA only) | |
| Describe how resources will be allocated among funding categories. | |
| Describe threshold factors and grant size limits. | |
| What are the outcome measures expected as a result of the method of distribution? | |

## DATA ENTRY: DISCUSSION NARRATIVE

| **Field** **Indicates required field* | **Description** |
|---|---|
| Discussion | Describe the key points of the information presented above. |

# AP-50 Geographic Distribution

Regulation Citation(s): 24 CFR 91.220(f), 91.320(f), 91.420

## OVERVIEW

For state grantees, the plan must describe the geographic areas of the state in which it will direct assistance during the ensuing program year and provide rationale for its priorities in allocating investment geographically.

For a local jurisdiction, this screen is only required if geography was used to determine funding allocation priorities or if it identified one or more target areas in the Strategic Plan.

## DATA ENTRY: NARRATIVE

| **Field**<br>***Indicates required field** | **Description** |
|---|---|
| Description of the geographic areas of the jurisdiction (including areas of low-income and minority concentration) where assistance will be directed. | If the jurisdiction used geographic target areas as a basis for funding allocation priorities, describe the target areas that will receive assistance. |

## DATA ENTRY: GEOGRAPHIC DISTRIBUTION TABLE

This table lists each geographic area included within the plan. For each area, indicate what percentage of funds, if any, will be directed to the target area. This table is optional.

**Geographic Distribution**

| Target Area | Percentage of Funds |
|---|---|
| Bandera Estates | % |
| Bruni & Oilton | % |

## DATA ENTRY: NARRATIVE

| **Field** | **Description** |
|---|---|

| *Indicates required field* | |
|---|---|
| Rationale for the priorities in allocating investments geographically | Summarize or refer to the information included on SP-10 Geographic Priorities in the Strategic Plan. If the rationale has changed from that described in the Strategic Plan, describe what has changed. |
| Discussion | Describe the key points of the information presented above. |

# AP-55 Affordable Housing

Regulation Citation(s): 24 CFR 91.220(g), 91.320(g), 91.420

## OVERVIEW

The Action Plan must specify goals for the number of homeless, non-homeless, and special needs households to be provided affordable housing within the program year. The plan must also indicate the number of affordable housing units that will be provided by program type, including rental assistance, production of new units, rehabilitation of existing units, or acquisition of existing units. For the purpose of this section, the term “affordable housing” is defined in the HOME regulations at 24 CFR 92.252 for rental housing and 24 CFR 92.254 for homeownership.

This section replaces table 3B.

## DATA ENTRY

For each goal listed, estimate the number of homeless households that will be helped in the program year with **housing assistance.** This includes:

- Rental assistance;
- Production of new units;
- Rehabilitation of existing units; and
- Acquisition of existing units.

This estimate should not include the provision of emergency shelter, transitional shelter, or social services. For goals by Program Type, each assisted unit should only be included under one Program Type. For example, report the unit once under either Acquisition or Rehabilitation if the jurisdiction administers a program that acquires vacant units for rehabilitation and resale; do not report the unit under both Acquisition and Rehabilitation.

| **Field**<br>***Indicates required field*** | **Description** |
|---|---|
| Introduction | Use this field to provide a short overview of the jurisdiction’s planned actions and to emphasize key points regarding the topics listed on the page. |
| One-Year Goals for the Number of Households to be Supported (by Population Type): | |

| | |
|---|---|
| Homeless | Enter the annual goal for housing assistance for units reserved for homeless individuals and households. |
| Non-Homeless | Enter the annual goal for housing assistance for all units NOT reserved for homeless individuals and households. |
| Special Needs | Enter the annual goal for housing assistance for units reserved for households that are not homeless but require specialized housing or supportive services. |
| Total | System calculated. The total for population type should equal the total below for program type. |
| One-Year Goals for the Number of Households Supported Through (by Program Type): | |
| Rental Assistance | Enter the annual goal for housing assistance for programs such as tenant-based rental assistance (TBRA) and one-time payments to prevent homelessness. |
| Production of New Units | Enter the annual goal for the construction of new units, including the conversion of non-residential properties. |
| Rehab of Existing Units | Enter the annual goal for the rehabilitation of existing units, including reconstruction. If the unit will be acquired and rehabilitated, report the unit only once. Do not report the unit under both Acquisition and Rehabilitation. |
| Acquisition of Existing Units | Enter the annual goal for housing assistance for programs such as down payment assistance. If the unit will be acquired and rehabilitated, report the unit only once. Do not report the unit under both Acquisition and Rehabilitation. |
| Total | System calculated. The total for program type should equal the total above for population type. |

## DATA ENTRY: DISCUSSION NARRATIVE

| **Field** **Indicates required field* | **Description** |
|---|---|
| Discussion | Describe the key points of the information presented above. |

# AP-60 Public Housing

Regulation Citation(s): 24 CFR 91.220(h), 91.320(j), 91.420

## OVERVIEW

This section should describe what actions the grantee will take in the given program year to carry out the public housing portion of the Strategic Plan. The jurisdiction must identify the manner in which its plan will address the needs of public housing during the program year. If the public housing agency is designated as "troubled" by HUD or otherwise is performing poorly, the jurisdiction must describe the manner in which it will provide financial or other assistance to improve the operations of the public housing agency to remove such a designation.

## DATA ENTRY: NARRATIVE

| **Field**<br>***Indicates required field** | **Description** |
|---|---|
| Introduction | Use this field to provide a short overview of the jurisdiction's planned actions and to emphasize key points regarding the topics listed on the page. |
| Actions planned during the next year to address the needs of public housing residents | Briefly describe any actions planned to address the needs of public housing residents. Indicate if any funded projects will address the needs of public housing residents. |
| Actions to encourage public housing residents to become more involved in management and participate in homeownership | Briefly describe any actions planned to encourage public housing residents to become involved in management and to participate in homeownership programs. Indicate if any funded projects will address the needs of public housing residents. |
| If the PHA is designated as troubled, describe the manner in which financial or other assistance will be provided | If the PHA is not designated as "troubled," indicate "Not Applicable." If the PHA is "troubled," briefly describe any assistance the jurisdiction will provide to help the PHA clear the "troubled" designation. |
| Discussion | Use this field to provide additional narrative regarding the topics listed above. |

# AP-65 Homeless and Other Special Needs Activities

Regulation Citation(s): 24 CFR 91.220(i), 91.320(h), 91.420

## OVERVIEW

The Action Plan must describe the jurisdiction's one-year goals and the specific actions steps it will undertake in the program year to carry out the homeless strategy outlined in SP-60 Homelessness Strategy.

The Action Plan must also describe the jurisdiction's one-year goals and specify the activities it will undertake to serve the housing and supportive service needs of non-homeless populations who require supportive housing. While this screen does not have fields that specifically address special needs goals, this information can be included in the Introduction and/or the Discussion narratives.

## DATA ENTRY: NARRATIVE

| **Field**<br>***Indicates required field** | **Description** |
|---|---|
| Introduction | Use this field to provide a short overview of the jurisdiction's planned actions and to emphasize key points regarding the topics listed on the page.<br>If the jurisdiction's Strategic Plan includes goals and objectives that will serve the needs of special needs populations who require supportive housing, include a description of the proposed actions in this field. |
| Describe the jurisdiction's one-year goals and actions for reducing and ending homelessness including: | |
| Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs. | Describe actions planned to address reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs. Describe the link between the actions and the one-year goals. |
| Addressing the emergency shelter and transitional housing needs of homeless persons. | Describe grantee actions planned to address emergency shelter and transitional shelter needs for the homeless (individual and families), including domestic violence shelters, residential programs for runaway/homeless youth, and hotel/motel/apartment voucher arrangements paid by a public/private agency because a person or family is homeless. Describe the link between the actions and the one-year goals. |
| Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their | Describe what actions grantee is undertaking to support the transition from shelter or transitional housing to permanent housing or independent housing, especially for chronically |

| | |
|---|---|
| families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again. | homeless individuals and families, families with children, veterans and their families, and unaccompanied youth. This may include shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again. Discussion should also include a description of appropriate supportive housing for persons leaving mental/physical health facilities. Describe the link between the actions and the one-year goals. |
| Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs. | Describe grantee specific actions planned to address the prevention of homelessness for those in greatest need. Describe the link between the actions and the one-year goals. |
| Discussion | Use this field to provide additional narrative regarding the information provided on this page. |

# AP-70 HOPWA Goals (HOPWA Grantees Only)

Regulation Citation(s): 24 CFR 91.220(l)(3), 91.320(k)(4), 91.420

## OVERVIEW

HOPWA grantees must specify annual goals according to types of assistance, including:

- Short-term rent, mortgage, and utility assistance payments (STRMU);
- Tenant-based rental assistance;
- Permanent housing facilities (developed, leased, or operated); and
- Transitional short-term housing facilities (developed, leased, or operated).

## DATA ENTRY: HOPWA GOALS TABLE

| **Field**<br>***Indicates required field** | **Description** |
|---|---|
| One-year goals for the number of households to be provided housing through the use of HOPWA for: | |
| Short-term rent, mortgage, and utility assistance payments | Self-explanatory. |
| Tenant-based rental assistance | Self-explanatory. |
| Units provided in permanent housing facilities developed, leased, or operated with HOPWA funds | Self-explanatory. |
| Units provided in transitional short-term housing facilities developed, leased, or operated with HOPWA funds | Self-explanatory. |

# AP-75 Barriers to Affordable Housing

Regulation Citation(s): 24 CFR 91.220(j), 91.320(i), 91.420

## OVERVIEW

The jurisdiction should briefly describe the actions it plans to take during the next year to reduce barriers to affordable housing. Jurisdictions should refer back to MA-40 in the Market Analysis and SP-55 in the Strategic Plan when writing this section.

## DATA ENTRY

| **Field**<br>***Indicates required field** | **Description** |
|---|---|
| Introduction | Use this field to provide a short overview of the jurisdiction's planned actions and to emphasize key points regarding the topics listed on the page. |
| Describe planned actions to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing, such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment. | Describe grantee actions to address the removal or mitigation of effects of public policies that create barriers to affordable housing. Example of factors which affect affordable housing may include:<br>• Building and zoning codes<br>• Environmental problems<br>• Impact fees<br>• Cost of land<br>• Incentive programs such as tax abatement or down-payment assistance |
| Discussion | Use this field to provide additional narrative regarding the information provided on this page. |

# AP-80 Colonias Actions

Regulation Citation(s): See HUD Notice CPD 11-001

## OVERVIEW

State grantees that border Mexico (Texas, Arizona, California, and New Mexico) may set aside up to ten percent of their state CDBG funds for colonias. A colonia is defined as any identifiable community in the United States–Mexico border regions of Arizona, California, New Mexico, and Texas that has inadequate sewage systems, no potable water supply, and a shortage of decent, safe, and sanitary housing. The set-aside funds are used for all CDBG-eligible activities that meet the needs of colonias. Common uses of these funds include water system and sewer improvements and housing assistance.

This screen collects information about the state's proposed actions for colonias, including those that:

- address obstacles to meeting underserved needs;
- reduce the number of poverty-level families;
- develop institutional structure; and
- enhance coordination between public and private housing and social service agencies.

## DATA ENTRY

| **Field**<br>***Indicates required field** | **Description** |
|---|---|
| Introduction | Use this field to provide a short overview of the jurisdiction's planned actions and to emphasize key points regarding the topics listed on the page. |
| Describe actions the state plans to take to address obstacles to meeting underserved needs. | Describe actions that the state plans to take to address obstacles to meeting underserved needs. These may have been identified in the Strategic Plan. |
| Describe actions the state plans to take to reduce the number of poverty-level families. | Describe actions the state will take to reduce the number of families living at or below poverty-level in the colonias. This should include targeted goals, specific programs, and policies. Address how the number of poverty-level families will be reduced as opposed to how poverty-level families will be provided a service or benefit. |
| Describe actions the state plans to take to develop the institutional structure. | Describe actions that will be taken to improve the institutional structure within the colonias across private industry, nonprofit organizations, community and public institutions. |
| Describe actions the state plans to take to enhance coordination between public and private housing | Describe how coordination with other program services will be coordinated with the goals/programs and policies that encourage increased production and preservation of affordable housing within the |

| | |
|---|---|
| and social service agencies. | colonias. |
| Discussion | Describe the strategies the state will employ to remove or minimize public policies that adversely impact affordable housing within colonias. |

# AP-85 Other Actions

Regulation Citation: 24 CFR 91.220(k), 91.320(j), 91.420

## OVERVIEW

The plan must describe the jurisdiction's planned actions to carry out the following strategies outlined in the Consolidated Plan:

- Foster and maintain affordable housing;
- Evaluate and reduce lead-based paint hazards;
- Reduce the number of poverty-level families;
- Develop institutional structure; and
- Enhance coordination.

In addition, the jurisdiction must identify obstacles to meeting underserved needs and propose actions to overcome those obstacles.

## DATA ENTRY

| **Field**<br>***Indicates required field** | **Description** |
|---|---|
| Introduction | Use this field to provide a short overview of the jurisdiction's planned actions and to emphasize key points regarding the topics listed on the page. |
| Describe actions planned to address obstacles to meeting underserved needs. | Identify specific obstacles to meeting underserved needs and propose actions to overcoming those obstacles. Obstacles can be any issue that is preventing a jurisdiction from realizing a goal. These issues are often identified through the monitoring and performance evaluation of each program. Examples of specific obstacles include:<br>• lack of landlord participation in rental assistance and rental rehabilitation programs;<br>• lack of lender participation in homebuyer programs; |
| Describe actions planned to foster and maintain affordable housing. | Describe the actions that will take place during the next year to preserve affordable housing units that may be lost from the assisted housing inventory. |
| Describe actions planned to reduce lead-based paint | Briefly describe efforts to evaluate and reduce the number of housing units containing lead-based paint hazards. The actions should refer to the strategy |

| | |
|---|---|
| hazards. | outlined on SP-65 in the Strategic Plan. |
| Describe actions planned to reduce the number of poverty-level families. | Briefly describe efforts to reduce the number of poverty-level families. The actions should refer to the strategy outlined on SP-70 in the Strategic Plan. |
| Describe actions planned to develop institutional structure. | Describe actions that will be taken to improve the jurisdiction's institutional structure. The actions should address gaps and weaknesses identified on SP-40 in the Strategic Plan. |
| Describe actions planned to enhance coordination between public and private housing and social service agencies. | Briefly describe actions that will take place to enhance coordination in the implementation of the jurisdiction's Consolidated Plan, among the Continuum of Care; public and assisted housing providers; private and governmental health, mental health, and service agencies; and the state and any units of general local government in the metropolitan area.<br>With respect to economic development, the jurisdiction should describe actions that will take place to enhance coordination with private industry, businesses, developers, and social services agencies. |
| Discussion | Use this field to provide additional narrative regarding the information provided on this page. |

# AP-90 Program-Specific Requirements

Regulation Citation: 24 CFR 91.220(l), 91.320(k), 91.420

## OVERVIEW

This section addresses the program-specific requirements for the Annual Action Plan. The Consolidated Plan Final Rule contains requirements regarding program-specific narratives in the Action Plan for CDBG and HOME.

## DATA ENTRY: INTRODUCTION

| **Field**<br>***Indicates required field** | **Description** |
|---|---|
| Introduction | Use this field to provide a short overview of the jurisdiction's planned actions and to emphasize key points regarding the topics listed on the page. |

## DATA ENTRY: CDBG

| **Field**<br>***Indicates required field** | **Description** |
|---|---|
| 1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed. | Indicate all program income received, amount receipted into IDIS Online, and amount not yet committed to activities. |
| 2. The amount of proceeds from Section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's Strategic Plan. | If the jurisdiction has an open Section 108 project, provide a summary of the project. The summary should include the project name, a short description, and current status of the project, as well as the amount of the Section 108 loan. Also include: if there is an EDI or BEDI grant and the amount; the total amount of CDBG assistance provided for the project; the national objective code(s); matrix code(s); if the NOC has been met; if project status is complete; number of beneficiaries (jobs created/retained, number of FTE jobs held by/made available to LMI); and number of households assisted, and of those the number, how many are LMI. |
| 3. The amount of surplus funds from urban renewal settlements. | Indicate the amount of funds from urban renewal settlements. This will typically be $0. |

| | |
|---|---|
| 4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan. | Indicate any funds returned to the grantee line of credit for which the planned use has not been included in a prior Action Plan. Funds returned may be a result of ineligible activities, excessive draws, or ineligible expenditures. |
| 5. The amount of income from float-funded activities. | Indicate the amount of funds relieved as income from float-funded activities. |
| Total Program Income | System calculated. |
| The amount of urgent need activities. | Indicate the amount of funds planned for urgent need, identify the activity(s) in the Action Plan, and certify that the activity is designed to meet urgent community development needs because existing conditions pose a serious and immediate threat to the health or welfare of the community and because other financial resources are not available. |
| The estimated percentage of CDBG funds that will be used for activities that benefit persons of low- and moderate-income. | Indicate the percentage of funds from the CDBG grant that will be spent on LMI beneficiaries. 70% is the minimum. |
| Overall Benefit: A consecutive period of 1, 2, or 3 years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low- and moderate-income. Specify the years covered that include this Action Plan. | Indicate the consecutive period (1, 2, or 3 years) grantee has elected for overall benefit period that includes the current Action Plan. Period of 1, 2, or 3 years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low- and moderate-income. |

## DATA ENTRY: HOME

| **Field**<br>***Indicates required field** | **Description** |
|---|---|
| 1. A description of other forms of investment being used beyond those identified in Section 92.205 is as follows: | Describe any form of investment not listed below:<br>• Equity investments<br>• Interest-bearing loans or advances<br>• Non-interest-bearing loans or advances<br>• Interest subsidies<br>• Deferred payment loans<br>• Grants<br>• Loan guarantees |
| 2. A description of the guidelines that will be used for resale or recapture of HOME funds when used for homebuyer activities as required in 92.254, is | Include a brief summary of the resale or recapture guidelines. If the field does not provide enough space, use the Grantee Unique Appendices attachment feature on |

| | |
|---|---|
| as follows: | the Administration page to include the full policy. |
| 3. A description of the guidelines for resale or recapture that ensure the affordability of units acquired with HOME funds (see 24 CFR 92.254(a)(4)) is as follows: | |
| 4. Plans for using HOME funds to refinance existing debt secured by multifamily housing that is rehabilitated with HOME funds along with a description of the refinancing guidelines required that will be used under 24 CFR 92.206(b). | If the grantee expects to include refinancing as part of its multifamily rehabilitation project, include a brief summary of the refinancing guidelines. If the field does not provide enough space, grantees should use the Grantee Unique Appendices attachment feature on the Administration page to include their full policy. |

## DATA ENTRY: HOPWA

| **Field**<br>***Indicates required field** | **Description** |
|---|---|
| Housing Opportunities for Persons with AIDS Program (HOPWA) | |
| Goals | Identify the method of selecting project sponsors and describe the one-year goals for HOPWA-funded projects:<br>Short-term rent, mortgage, and utility assistance to prevent homelessness of the individual or family<br>Tenant-based rental assistance<br>Units provided in housing facilities that are being developed, leased, or operated |
| Discussion | Use this field to provide additional narrative regarding the information provided in this section. |

## DATA ENTRY: ESG

| **Field**<br>***Indicates required field** | **Description** |
|---|---|
| 1. Include written standards for providing ESG assistance (may include as attachment). | Describe written standards for providing ESG assistance or describe requirements for subrecipients to establish and implement written standards for providing ESG assistance. The minimum requirements regarding these standards are set forth in 24 CFR 576.400(e)(2) and (e)(3). This information may be included as an attachment using the feature on the Administration screen. |
| 2. If the Continuum of Care has an established centralized or coordinated assessment system that meets HUD requirements, describe that centralized | Has the Continuum of Care for the jurisdiction's area established a centralized or coordinated assessment system that meets HUD requirements? If yes, describe the centralized or coordinated assessment system. The requirements for using a centralized or coordinated assessment system, including the exception for victim |

| | |
|---|---|
| or coordinated assessment system. | service providers, are set forth under 24 CFR 576.400(d) |
| 3. Identify the process for making sub-awards and describe how the ESG allocation available to private nonprofit organizations (including community and faith-based organizations) will be allocated | Identify the process for making sub-awards and describe how the jurisdiction intends to make its allocation available to private nonprofit organizations (including community and faith-based organizations), and in the case of urban counties, funding to participating units of local government. |
| 4. If the jurisdiction is unable to meet the homeless participation requirement in 24 CFR 576.405(a), the jurisdiction must specify its plan for reaching out to and consulting with homeless or formerly homeless individuals in considering policies and funding decisions regarding facilities and services funded under ESG. | Is the jurisdiction able to meet the homeless participation requirement in 24 CFR 576.405(a)? If not, describe the plan for reaching out to and consulting with homeless or formerly homeless individuals in considering and making policies and decisions regarding any facilities or services that receive funding under ESG.<br>This requirement does not apply to States. |
| 5. Describe performance standards for evaluating ESG. | Self-explanatory. |

## DATA ENTRY: DISCUSSION NARRATIVE

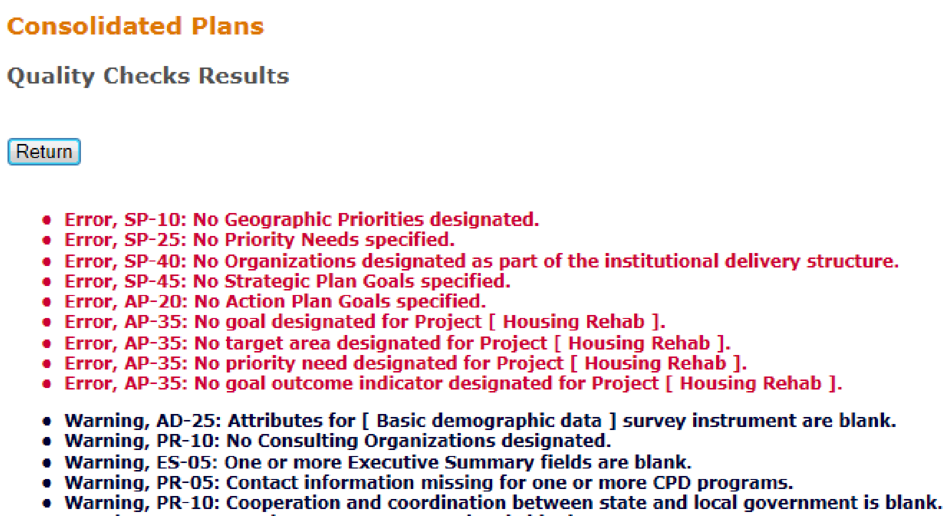
| **Field**<br>***Indicates required field** | **Description** |
|---|---|
| Discussion | Use this field to provide additional narrative regarding the information provided on this page. |

# REVIEWING AND SUBMITTING THE PLAN

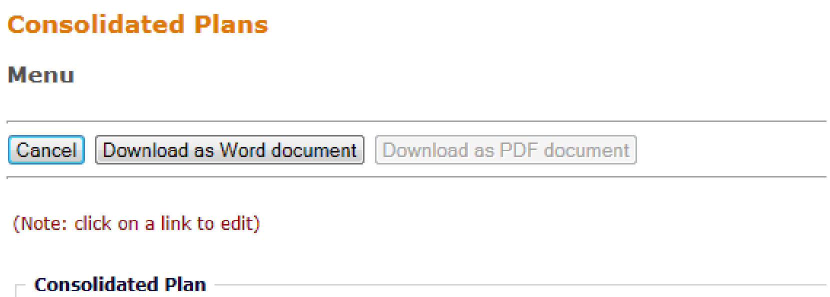
Once a jurisdiction has completed the data entry screens, it is recommended that it takes the following actions to review and submit the plan:

- Return to the Administration screen and add the attachments to the plan. The plan must include a SF-424 and the appropriate certifications for each CPD grant that the jurisdiction will receive, as well as citizen participation comments. Both the SF-424 and the certifications must be signed by the grantee's highest elected official and hard copies with original signatures must be mailed to HUD. Optional attachments include:
  - Cover Page Image
  - Report Header Icon
  - Page Header
  - Unique Appendices

- Return to the Administration screen to run the Quality Check. This feature provides a summary of errors and warnings, including a list of the fields that were not answered and discrepancies between different sections of the plan, such as when a priority need does not have an associated goal. Each error and warning will identify the screen that contains the issue (i.e. SP-10). Jurisdictions may find it helpful to print this screen and address each item listed. Errors and warnings will not prevent a jurisdiction from submitting its plan for review, but the jurisdiction is encouraged to review each item before submission.



- Print a copy for review using the <Download as Word Document> or <Download as PDF Document> buttons at the top of the Consolidated Plan menu screen. Things to review include the accuracy of the information and the order in which information is included.




To submit the plan, return to the Administration screen and update the status of the plan from "Open in Progress" to "Submitted for Review." Once the plan has been submitted, the jurisdiction will no longer be able to edit the information in the template.

The HUD Field Office staff person designated as the HUD Field Office Acceptor will receive an e-mail that the jurisdiction has updated the plan's status. The Field Office Acceptor will review the submitted plan and approve or reject it. If rejected, the plan's status will update to "Reviewed and Awaiting Modifications." This will allow the jurisdiction to make necessary changes and revisions to the plan and to submit it again. If approved, the Field Office Acceptor updates to "Reviewed and Approved" and the information in the template will remain read-only.

When grantees amend an approved plan, both the amended plan and the previous version of the plan will be saved and available for viewing.

# SECTION IV: THE ACTION PLAN TEMPLATE

The Action Plan template is not required until grantees use the Consolidated Plan template.
The template is designed to collect the information required by the Consolidated Plan regulations found in 24 CFR Part 91. Grantees that want to prepare a submission for Year 2, 3, 4, or 5 of an existing Consolidated Plan (a plan not loaded into IDIS Online) may create a stand-alone Action Plan. Stand-alone Action Plans include the Geographic Priorities, Priority Needs, and Goals menu items of the Strategic Plan section of the Consolidated Plan. These sections, marked below with an asterisk (*), will need to be completed only for Action Plans that are not associated with a Strategic Plan in IDIS Online. Items marked with a double asterisk (**) are not included in the First-Year Action Plan because similar information was provided within the Consolidated Plan.

- Setup**
    - AD-26 Administration**
    - AD-50 Verify Grantee/PJ Information in IDIS**
    - AD-55 Verify Grantee/PJ - Program Contacts**
- Process**
    - AP-05 Executive Summary**
    - PR-05 Lead & Responsible Agencies**
    - AP-10 Consultation**
    - AP-12 Participation**
- Strategic Plan*
    - SP-10 Geographic Priorities*
    - SP_25 Priority Needs*
    - SP-45 Goals*
- Annual Action Plan
    - AP-15 Expected Resources
    - AP-20 Annual Goals and Objectives
    - AP-25 Allocation Priorities (States Only)
    - AP-30 Method of Distribution (States Only)
    - AP-35 Projects
    - AP-40 Section 108 Loan Guarantee (States Only)
    - AP-45 Community Revitalization Strategies (States Only)
    - AP-48 Method of Distribution for Colonias (States Only)
    - AP-50 Geographic Distribution
    - AP-55 Affordable Housing
    - AP-60 Public Housing
    - AP-65 Homeless and Other Special Needs Activities
    - AP-70 HOPWA goals (HOPWA grantees only)
    - AP-75 Barriers to affordable housing
    - AP-80 Colonias Actions (States bordering Mexico only)
    - AP-85 Other Actions
    - AP-90 Program Specific Requirements

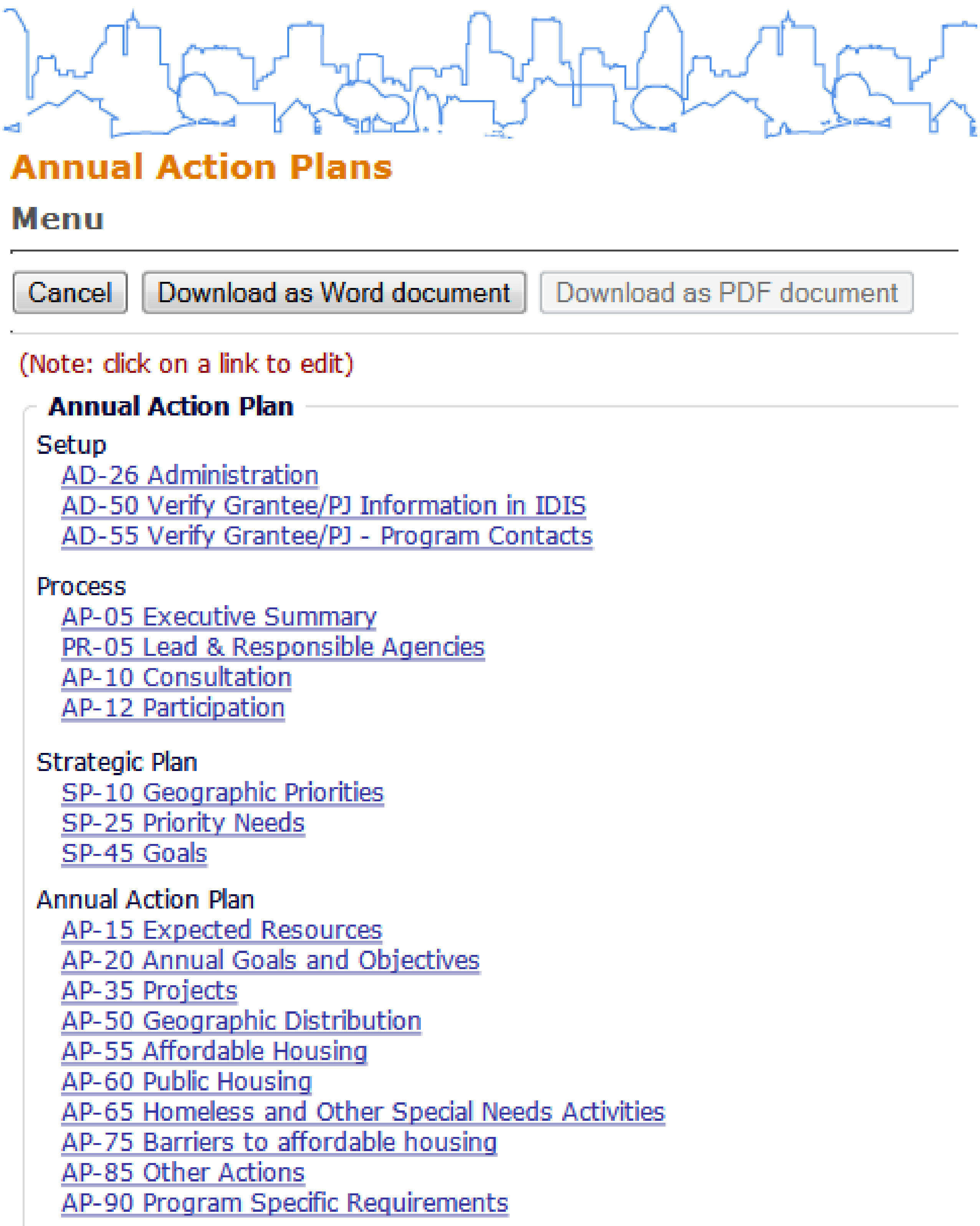
# ADDING AN ANNUAL ACTION PLAN

To add a new plan to IDIS Online:

1. Click on Plans/Projects/Activities in the Main Menu bar. By default, the system will display the Search Activities screen. On the left side of the screen, the system will display the sub-menus for Activities, Projects, Consolidated Plans, and Action Plans. If the Consolidated Plan and Action Plan menus do not appear, check with your local IDIS administrator to make sure your IDIS user profile has been assigned access for these screens.
2. To add a new Action Plan, click on Add in the Annual Action Plan sub-menu. The system will display the Administration screen.
3. Complete the Administration screen using the information below. Each required field is marked with an asterisk (*). Grantees can leave non-required fields blank and provide this information later.

| **Field**<br>***Indicates required field** | **Description** |
|---|---|
| AAP Program Year* | Enter the program year. This should match the Federal fiscal year of the grantee's allocation. For example, if the grantee's program year is July 1, 2012, through June 30, 2013, the program year is 2012. |
| AAP Title* | Enter a title. The title will be displayed on the cover and at the top of each page of the printed report. |
| AAP Plan Version* | Enter a unique version. This field is alpha-numeric and can contain up to twenty characters. This field is listed in the search results and can be used to differentiate between different drafts of a plan. |
| If Amendment | Only a grantee user can identify the type of plan amendment (n/a, Substantial, Minor) being made. The default is n/a. When an amendment is indicated, the system will provide a dialog box with the definition of a substantial amendment and will indicate that substantial amendments require citizen participation and HUD approval. |
| Programs Included* | The system will place a check next to each program (CDBG, HOME, ESG, HOPWA) that the jurisdiction receives. The user may change the default selection. At least one selection must be indicated.<br>The Quality Check will provide a warning if the programs selected do not match the grantee's allocations in IDIS. |
| Is this Annual Action Plan associated with a Consolidated Plan?* | If the Action Plan is for the second, third, fourth, or fifth year of a Consolidated Plan already entered into IDIS, select Yes and click the Associate with Con Plan button. If the Action Plan will not be associated with a Consolidated Plan in the system (i.e. a stand-alone Action Plan), select no. |

4. When finished, click on the <Save> button at the bottom of the screen. Once a plan is saved, the status is set to “Open—in Progress” and the grantee will be taken to the Annual Action Plan Menu screen that will list all of the data entry screens. Below is a screenshot of the Annual Action Plan Menu for a stand-alone Action Plan. The menu for an Action Plan associated with a Consolidated Plan is the same except for the Strategic Plan section.




## EDITING AN ANNUAL ACTION PLAN

To edit an existing Action Plan in IDIS Online:

1. Click on Plans/Projects/Activities in the Main Menu bar. By default, the system will display the Search Activities screen. On the left side of the screen, the system will display the sub-menus for Activities, Projects, Consolidated Plans, and Action Plans. If the Consolidated Plan and Action Plan menus do not appear, check with your local IDIS administrator to make sure your IDIS user profile has been assigned access for these screens.
2. Click on Search in the Action Plan submenu. The system will display a search screen. Provide search parameters in the Year and Status fields and click <Search>.
3. Once the system displays the list of plans, click on <Edit> link for the plan you want to edit. The system will display a menu of links for all the data entry screens for the plan selected.

A description of each screen in the Action Plan template is described in Section III: The Consolidated Plan Template.

# REVIEWING AND SUBMITTING THE PLAN

The steps for reviewing and submitting an Annual Action Plan are the same for submitting a Consolidated Plan.  Please refer to page 174 for more details.

# SECTION V: THE CAPER TEMPLATE

Within 90 days of the end its program year, a jurisdiction is required to provide an annual report to HUD that summarizes its performance for the program year. Local jurisdictions must prepare a Consolidated Annual Performance and Evaluation Report (CAPER). States prepare a Performance and Evaluation Report (PER).

The performance report must include a description of the resources made available, the investment of available resources, the geographic distribution and location of investments, the families and persons assisted (including the racial and ethnic status of persons assisted), actions taken to affirmatively further fair housing, and other actions indicated in the Strategic Plan and the Action Plan.

The importance of timely and accurate performance reports cannot be overstated. Grantees should strive to ensure that all applicable deadlines are met. Performance reporting meets three basic purposes:

- It provides HUD with necessary information for the Department to meet its statutory requirement to assess each grantee's ability to carry out relevant CPD programs in compliance with all applicable rules and regulations;
- It provides information necessary for HUD's Annual Report to Congress, also statutorily mandated; and
- It provides grantees an opportunity to describe to citizens their successes in revitalizing deteriorated neighborhoods and meeting objectives stipulated in their Consolidated Plan.

Except for ESG grantees, use of the CAPER template is optional. Beginning with the Federal Fiscal Year (FFY) 2012 grant, ESG grantees must use the CAPER template to complete the following screens:

- CR-60 Subrecipient Information
- CR-65 Persons Assisted ESG
- CR-70 Assistance Provided
- CR-75 Expenditures

In order to use the full CAPER template, the jurisdiction must have an approved Action Plan in IDIS. Once a jurisdiction begins using the Action Plan template, the use of the CAPER template is required.
The template is designed to satisfy the requirements for both state and local jurisdictions. It contains the following sections:

| Screen | Citation |
|---|---|
| CR-00 Administration | |
| CR-05 Goals and Outcomes | 91.520(a) |
| CR-10 Racial and Ethnic Composition | 91.520(a) |
| CR-15 Resources and Investments | 91.520(a) |

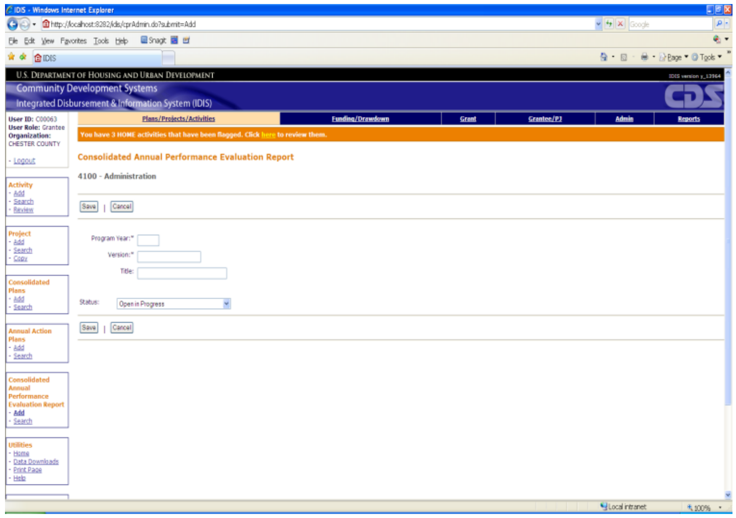
| | |
|---|---|
| CR-20 Affordable Housing | 91.520(b) |
| CR-25 Homeless and Other Special Needs | 91.220(d, e); 91.320(d, e); 91.420 91.520(c) |
| CR-30 Public Housing | 91.220(h); 91.320(j); 91.420 |
| CR-35 Other actions | 91.220(j)-(k); 91.320(i)-(j); 91.420, 520(a) |
| CR-40 Monitoring | 91.230, 91.330, 91.430 |
| CR-45 CDBG | 91.520(d) |
| CR-50 HOME | 91.520(e) |
| CR-55 HOPWA | 91.520(f) |
| CR-65 ESG Persons Assisted | 91.520(g) |
| CR-70 ESG Assistance Provided | 91.520(g) |
| CR-75 ESG Expenditures | 91.520(g) |

In addition to the narrative provided in the CAPER template, some jurisdictions must provide IDIS reports as well. Local jurisdictions that receive CDBG must include the Financial Summary Report (PR26). A state grantee has the option of using the PR28 report from IDIS or generating its entire report from its own system, as long as the report includes all of the data necessary to meet CDBG program requirements. Additional guidance for State grantees is available in CPD Notice 11-03: http://portal.hud.gov/hudportal/documents/huddoc?id=11-03cpdn.pdf

# ADDING A CAPER

To add a new CAPER to IDIS Online:

1. Click on Plans/Projects/Activities in the Main Menu bar. By default, the system will display the Search Activities screen. On the left side of the screen, the system will display the sub-menu for the Consolidated Annual Performance and Evaluation Report. If this sub-menu does not appear, check with your local IDIS administrator to make sure your IDIS user profile has been assigned access for the CAPER screens.
2. To add a new CAPER, click on Add in the Consolidated Annual Performance and Evaluation Report sub-menu. The system will display the Administration screen.
3. Complete the Administration screen using the information below. Each required field is marked with an asterisk (*). Grantees can leave non-required fields blank and provide this information later. When finished, click the <Save> button at the bottom of the screen. Once saved, the report's status is set to "Open—in Progress" and the grantee will be taken to the CAPER Menu screen that will list all of the data entry screens.




## DATA ENTRY

| Field<br>***Indicates required field*** | Description |
|---|---|
| Program Year* | Indicate the program year of the report. This should match the Federal fiscal year of the allocation received during the program year. For example, to create a CAPER for a program year spanning July 1, 2012 to June 30, 2013, insert 2012.<br>In order to use the full CAPER template, the jurisdiction must have an approved Action Plan in IDIS for the year specified. If there is not an approved Action Plan for the specified program year, the jurisdiction will be allowed to create an "ESG Only" CAPER template. |
| Version* | The version must be unique to the jurisdiction. This field cannot be edited once the CAPER is created. |
| Title | The title will appear on the cover and in the page heading of the printed report. |

# THE CAPER SCREENS

## CR-05 Goals and Outcomes

Regulation Citation(s): 24 CFR 91.520(a)

### OVERVIEW

The report must describe the jurisdiction's progress in attaining its goals during the reporting period. The report should summarize this information in a way that HUD and its citizens can easily assess progress made toward meeting longer term goals.

The screen includes the following sections:

- Summary of Progress Narrative
- Table 1: Accomplishments for the Program Year
- Table 2: Accomplishments for the Strategic Plan to Date
- Assessment on the Use of Funds to Meet Highest Priorities Narrative

The two tables will automatically populate the goals based on information entered in the Strategic Plan and Annual Action Plan and the accomplishments will be populated based on the accomplishment information entered at the IDIS activity level. While the fields are populated by the system, a user can edit them if they appear incorrect.

The two narrative sections on this screen should be supported by the information found in the tables. Jurisdictions should use the narrative sections to highlight specific accomplishments and, if applicable, explain why progress was not made toward meeting specific goals.

### ACCOMPLISHMENTS – NARRATIVE

| **Field**<br>***Indicates required field** | **Description** |
|---|---|
| Progress the jurisdiction has made in carrying out its Strategic Plan and its Action Plan. 91.520(a) | Provide an overview that includes major initiatives and highlights that were proposed and executed throughout the program year. |

## TABLE 1: ACCOMPLISHMENTS – PROGRAM YEAR

This table provides a comparison of the proposed goals versus actual outcomes realized in the program year for each goal included in the Action Plan. Each goal may have one or more Goal Outcome Indicators. Expected, Actual, and Percent Complete fields will be populated with data from the Action Plan and accomplishment data entered at the IDIS activity level. Users may update the values in the Actual column.

**Table 1 - Accomplishments - Program Year**

| Goal | Category | Funding: Source | Funding: Amount | Outcome: Indicator | Expected | Actual | Unit of Measure | Percent complete |
|---|---|---|---|---|---|---|---|---|
| goal 1 | Affordable Housing<br>Public Housing<br>Homeless<br>Non-Homeless Special Needs<br>Non-Housing Community Development | CDBG | 2500000 | Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit | 400 | 100 | Persons Assisted | 25 % |
| | | | | Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit | 400 | 0 | Households Assisted | 0.00 % |
| | | | | Public service activities for Low/Moderate Income Housing Benefit | 580 | 235 | Households Assisted | 41 % |
| | | | | Facade treatment/business building rehabilitation | 111 | 45 | Business | 41 % |
| | | | | Homeowner Housing Added | 1500 | 1600 | Household Housing Unit | 107 % |
| | | | | Homeowner Housing Rehabilitated | 1500 | 1462 | Household Housing Unit | 97 % |
| | | | | Direct Financial Assistance to Homebuyers | 2450 | 3521 | Households Assisted | 144 % |

## TABLE 2 ACCOMPLISHMENTS – STRATEGIC PLAN TO DATE

This table provides a comparison of the proposed goals versus actual outcomes realized to date[4] for each goal included in the Action Plan. Each goal may have one or more Goal Outcome Indicators. Expected, Actual, and Percent Complete fields will be populated with data from the Action Plan and accomplishment data entered at the IDIS activity level. Users may update the values in the Actual column.

[4] Accomplishments will include data from the program year and all previous years associated with the Consolidated Plan.

Table 2 - Accomplishments - Strategic Plan to Date

| Goal | Category | Funding Source | Funding Amount | Indicator | Expected | Actual | Unit of Measure | Percent complete |
|---|---|---|---|---|---|---|---|---|
| goal 1 | Affordable Housing<br>Public Housing<br>Homeless<br>Non-Homeless Special Needs<br>Non-Housing Community Development | CDBG | 4000000 | Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit | 5000 | 0 | Persons Assisted | 0.00 % |
| | | | | Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit | 5000 | 0 | Households Assisted | 0.00 % |
| | | | | Public service activities for Low/Moderate Income Housing Benefit | 500 | 0 | Households Assisted | 0.00 % |
| | | | | Facade treatment/business building rehabilitation | 5099 | 0 | Business | 0.00 % |
| | | | | Homeowner Housing Added | 5001 | 0 | Household Housing Unit | 0.00 % |
| | | | | Homeowner Housing Rehabilitated | 5002 | 0 | Household Housing Unit | 0.00 % |
| | | | | Direct Financial Assistance to Homebuyers | 5003 | 120 | Households Assisted | 2.40 % |
| | | | | Jobs created/retained | 250 | 0 | Jobs | 0.00 % |
| | | | | Businesses assisted | 350 | 0 | Businesses Assisted | 0.00 % |

## ACCOMPLISHMENTS – NARRATIVE

| **Field**<br>***Indicates required field** | **Description** |
|---|---|
| Assess how the jurisdiction's use of funds, particularly CDBG, addresses the priorities and specific objectives identified in the plan, giving special attention to the highest priority activities identified. | Use this field to identify strategies through which the jurisdiction is making progress toward its goals, as well as strategies that need improvement. Cite specific examples from the two tables included in the screen. |

# CR-10 Racial and Ethnic composition of families assisted

Regulation Citation(s): 24 CFR 91.520(a)

## OVERVIEW

The performance report must include a description of the race and ethnicity of families and persons assisted. This information, in part, is used as a basis for investigation regarding compliance with nondiscrimination requirements.

Local jurisdictions that receive CDBG must maintain data on the extent to which each racial and ethnic group and single-headed households (by gender of household head) have applied for, participated in, or benefited from, any program or activity funded in whole or in part with CDBG funds. State grantees must maintain records for CDBG-funded projects that include data on the racial, ethnic, and gender characteristics of persons who are applicants for, participants in, or beneficiaries of the program.

Per 24 CFR 92.508(a)(7), HOME grantees are required to maintain equal opportunity and fair housing documentation, including data on the extent to which each racial and ethnic group and single-headed households (by gender of household head) have applied for, participated in, or benefited from, any program or activity funded in whole or in part with HOME funds.

The accomplishments reported in this table are read-only and cannot be edited. It is summarized from the IDIS activity accomplishment screens for the given program year.

| **Describe the families assisted (including the racial and ethnic status of families assisted). 91.520(a)** | | | |
|---|---|---|---|
| | **CDBG** | **HOME** | **HOPWA** |
| Race: | | | |
| White | 23482 | 962 | 17 |
| Black or African American | 58128 | 893 | 43 |
| Asian | 1660 | 169 | 0 |
| American Indian or American Native | 652 | 0 | 0 |
| Native Hawaiian or Other Pacific Islander | 69 | 0 | 0 |
| Ethnicity: | | | |
| Hispanic | 13828 | 507 | 0 |
| Not Hispanic | 70163 | 1517 | 60 |
| Total | 167982 | 4048 | 120 |

### ADDITIONAL NARRATIVE

| Field<br>***Indicates required field*** | **Description** |
|---|---|
| Narrative | Use the narrative to highlight any key points regarding the data table. |

## CR-15 Resources and Investments

Regulation Citation(s): 24 CFR 91.520(a)

### OVERVIEW

The performance report must include a description of the resources made available, the investment of available resources, and the geographic distribution and location of investments. In addition, HOME grantees must provide detailed data on match, program income, and affirmative marketing actions and outreach to minority-owned and women-owned businesses.

This screen includes the following sections:

- Resources Made Available Table
- Geographic Distribution and Location of Investments Table
- Leveraging and Match Narrative
- Fiscal Year Summary HOME Match Report
- Match Contribution for the Federal Fiscal Year Table
- HOME Program Income Table
- Minority Business and Women Business Enterprises (MBE-WBE)
- Minority Owners of Business Property Table
- Relocation and Property Acquisition Table

### RESOURCES MADE AVAILABLE

This table provides a comparison of the expected amount of funds available from each resource to the amount actually expended in the program year. The expected amount available is generated by the system based on information entered in the Strategic Plan and Annual Action Plan. The expenditure data is generated by the system based on drawdowns completed during the program year. Users may update the values in both columns. The narrative should be used to explain any adjustments made to the default values.

**Identify the resources made available.**

| Source of Funds | Source (Federal, state local) | Expected Amount Available (system generated) | Actual Amount Expended Program Year X |
|---|---|---|---|
| CDBG | | 2000000 | |
| HOME | | 1000000 | |
| HOPWA | | | |
| Other (system generated) | | | |

## GEOGRAPHIC DISTRIBUTION AND LOCATION OF INVESTMENTS

This table provides a list of the target areas included in the Strategic Plan. For each target area, the system will carry forward the planned percentage of allocation from the Action Plan. The Actual Percentage of Allocation and the Narrative Description must be provided by the jurisdiction. The system also provides an overall narrative for this table to discuss the geographic distribution as a whole.

**Identify the geographic distribution and location of investments.**

| Target Area | Planned Percentage of Allocation (system generated) | Actual Percentage of Allocation | Narrative Description |
|---|---|---|---|
| local target area 1 | | | |
| local target area 2 | | | |
| local target are 3 | | | |
| Other geographic area 1 | | | |

## NARRATIVE: LEVERAGING AND MATCH

| Field<br>***Indicates required field** | **Description** |
|---|---|

| | |
|---|---|
| Explain how Federal funds leveraged additional resources (private, state, and local funds), including a description of how matching requirements were satisfied, as well as how any publicly owned land or property located within the jurisdiction was used to address the needs identified in the plan. | Describe how additional resources were leveraged using the Federal dollars.<br>For HOME and ESG grantees, use this field to detail how match requirements were satisfied. The HOME information should consistent with the Match tables on this screen. ESG data should be consistent with the information provided on CR-75 ESG Expenditures. |

## FISCAL YEAR SUMMARY HOME MATCH REPORT (HOME GRANTEES ONLY)

Unless granted a waiver, HOME grantees must match 25 cents for each dollar of HOME funds spent on affordable housing. The match is tracked by Federal fiscal year. This table collects information regarding compliance with the match requirement. It is recommended that HOME grantees use the HOME Match Report (HUD Form 40107-A) or a similar log to track eligible forms of match received throughout the program year.

**Fiscal Year Summary - HOME Match**

| | |
|---|---|
| 1. Excess match from prior Federal fiscal year | $ |
| 2. Match contributed during current Federal fiscal year | $ |
| 3. Total match available for current Federal fiscal year (Line 1 plus Line 2) | $0 |
| 4. Match liability for current Federal fiscal year | $ |
| 5. Excess match carried over to next Federal fiscal year (Line 3 minus Line 4) | $0 |

| **Field**<br>***Indicates required field** | **Description** |
|---|---|
| 1. Excess Match from prior Federal fiscal Year | Use the amount of carry-over identified from the previous year's match report. |
| 2. Match contributed during the current Federal fiscal year | Use the total listed from the Match Contribution table below. |
| 3. Total match available for current Federal fiscal year | Line 1 plus Line 2. System calculated. |
| 4. Match liability for current Federal fiscal year. | Use the PR33 – HOME Match Liability Report to determine this amount. |
| 5. Excess match carried over to next Federal fiscal year. | Line 3 minus Line 4. System calculated. |

## MATCH CONTRIBUTION FOR THE FEDERAL FISCAL YEAR TABLE (HOME GRANTEES ONLY)

This table collects the same information as the HOME Match Report (HUD Form 40107-A). To add additional match contributions, click the <Add Another> button at the bottom of the table.

**Match Contribution for the Federal Fiscal Year**

| Project No. or Other ID | Date of Contribution | Cash (non-Federal sources) | Foregone Taxes, Fees, Charges | Appraised Land/Real Property | Required Infrastructure | Site Preparation, Construction Materials, Donated labor | Bond Financing | Total Match |
|---|---|---|---|---|---|---|---|---|
| | | | | | | | | |

Add Another

| Field<br>***Indicates required field*** | **Description** |
|---|---|
| Project No. or Other ID | If the project is HOME-funded, it is recommended to use the IDIS activity ID as the project number. For match projects that are not HOME-funded, use a numbering system that includes the prefix “NON” (i.e. “NON-2012-01”). |
| Date of Contribution | If the contributions were made at different dates during the year, enter the date of the last contribution. |
| Types of Eligible Match<br>Cash (non-Federal)<br>Foregone Taxes, Fees, Charges<br>Appraised Land/Real Property<br>Required Infrastructure<br>Site Prep, Construction Materials Donated Labor<br>Bond Financing | Report the match contribution in the proper column. Definitions of each type of eligible match are provided in CPD Notice 97-03. |
| Total Match | Report the total amount of match received for the project. |

## HOME PROGRAM INCOME TABLE (HOME GRANTEES ONLY)

This table summarizes the receipt and expenditure of HOME program income. Several IDIS reports are useful in capturing this data. However, it is important for jurisdictions to distinguish between program income, recaptured funds, and repayments. This table is designed to collect the same information as Part II of the HOME Program Annual Performance Report (HUD Form 40107).

| Field<br>***Indicates required field*** | **Description** |
|---|---|
| Balance on hand at beginning of reporting period. | Self-explanatory. |

| | |
|---|---|
| Amount received during reporting period. | Self-explanatory. IDIS Report PR 09 - Program Income Detail Report by Fiscal Year and Program can be used to determine this amount. |
| Total amount expended during reporting period. | Self-explanatory. IDIS Report PR 07 - Drawdown Report by Voucher Number can be used to determine this amount. |
| Amount expended for TBRA. | Self-explanatory. IDIS Report PR 05 - Drawdown Report by Project and Activity OR PR 07 - Drawdown Report by Voucher Number can be used to determine this amount. |
| Balance on hand at end of reporting period. | Self-explanatory. IDIS Report PR 09 - Program Income Detail Report by Fiscal Year and Program can be used to determine this amount. |

## MINORITY BUSINESS AND WOMEN BUSINESS ENTERPRISES (HOME GRANTEES ONLY)

HOME grantees are required to oversee a minority outreach program within its jurisdiction to ensure the inclusion, to the maximum extent possible, of minorities and women, and entities owned by minorities and women, in all HOME-funded and other Federally funded housing contracts. This table collects information on the number and value of contracts for HOME projects completed during the program year. This table is designed to collect the same information as Part III of the HOME Program Annual Performance Report (HUD Form 40107).

**Minority Business Enterprises and Women Business Enterprises** - Indicate the number and dollar value of contracts for HOME projects completed during the reporting period

| | Total | Minority Business Enterprises | | | | |
|---|---|---|---|---|---|---|
| | | Alaskan Native or American Indian | Asian or Pacific Islander | Black Non-Hispanic | Hispanic | White Non-Hispanic |
| **Contracts**: Number | 0 | | | | | |
| Dollar Amount | 0 | | | | | |
| **Sub-Contracts**: Number | 0 | | | | | |
| Dollar Amount | 0 | | | | | |
| | Total | Women Business Enterprises | Male | | | |
| **Contracts**: Number | 0 | | | | | |
| Dollar Amount | 0 | | | | | |
| **Sub-Contracts**: Number | 0 | | | | | |
| Dollar Amount | 0 | | | | | |

## MINORITY OWNERS OF BUSINESS PROPERTY TABLE (HOME GRANTEES ONLY)

This table is designed to collect the same information as Part IV of the HOME Program Annual Performance Report (HUD Form 40107).

**Minority Owners of Rental Property** - Indicate the number of HOME assisted rental property owners and the total amount of HOME funds in these rental properties assisted

| | Total | Minority Property Owners | | | | |
|---|---|---|---|---|---|---|
| | | Alaskan Native or American Indian | Asian or Pacific Islander | Black Non-Hispanic | Hispanic | White Non-Hispanic |
| Number | 0 | | | | | |
| Dollar Amount | 0 | | | | | |

## RELOCATION AND PROPERTY ACQUISITION TABLE (HOME GRANTEES ONLY)

This table is designed to collect the same information as Part V of the HOME Program Annual Performance Report (HUD Form 40107).

**Relocation and Real Property Acquisition** - Indicate the number of persons displaced, the cost of relocation payments, the number of parcels acquired, and the cost of acquisition

| | Number | Cost |
|---|---|---|
| Parcels Acquired | | |
| Businesses Displaced | | |
| Nonprofit Organizations Displaced | | |
| Households Temporarily Relocated, not Displaced | | |

| **Households Displaced** | **Total** | Minority Business Enterprises | | | | **White Non-Hispanic** |
|---|---|---|---|---|---|---|
| | | Alaskan Native or American Indian | Asian or Pacific Islander | Black Non-Hispanic | Hispanic | |
| Number | 0 | | | | | |
| Cost | 0 | | | | | |

# CR-20 Affordable Housing

Regulation Citation(s): 24 CFR 91.520(b)

## OVERVIEW

The performance report must include an evaluation of the jurisdiction's progress in meeting its specific goals of providing affordable housing, including the number and types of families served by income level and the number of homeless persons assisted. If the jurisdiction is not meeting its goals, the performance report should explain why sufficient progress was not made.

## AFFORDABLE HOUSING – NUMBER OF HOUSEHOLDS ASSISTED TABLE

This table lists the goals and actual number of affordable housing units produced in the program year for each type of population (homeless, non-homeless, special needs). The One-Year Goal field is system-generated based on the information from the Action Plan. The Actual numbers must be provided by the user. The numbers reports for Actual should be consistent with the accomplishments reported at the Activity level in IDIS. Several reports, including the PR23 – Summary of Accomplishments, can help the jurisdiction determine the actual counts for the program year.

| | **One-Year Goal** | **Actual** |
|---|---|---|
| **Number of homeless to be provided affordable housing units** | 2121 | |
| **Number of non-homeless to be provided affordable housing units** | 3232 | |
| **Number of special-needs to be provided affordable housing units** | 5454 | |
| **Total** | 10807 | 0 |

## AFFORDABLE HOUSING – NUMBER OF HOUSEHOLDS SUPPORTED TABLE

This table lists the goals and actual number of affordable housing units produced in the program year for each type of housing assistance (rental assistance, production of new units, rehabilitation of existing units, and acquisition of existing units). The One-Year Goal field is system-generated based on the information from the Action Plan. The Actual numbers must be provided by the user. The numbers reported in the Actual field should be consistent with the accomplishments reported at the Activity level in IDIS. Several reports, including the PR23 – Summary of Accomplishments, can help the jurisdiction determine the actual counts for the program year.

| Number of households supported through: | One-Year Goal | Actual |
|---|---|---|
| Rental Assistance | 6565 | |
| The Production of New Units | 2121 | |
| Rehab of Existing Units | 4141 | |
| Acquisition of Existing Units | 5252 | |
| Total | 18079 | 0 |

## DATA ENTRY: NARRATIVE

| Field<br>**Indicates required field* | Description |
|---|---|
| Discuss the difference between goals and outcomes and problems encountered in meeting these goals. | Identify any barriers that may have a negative impact on progress. Cite specific examples for programs that are not meeting their goals. |
| Discuss how these outcomes will impact future annual Action Plans. | Based on the self-evaluation in the previous narrative, explain any adjustments and improvements that will be made to more effectively carry out the strategies. |

## NUMBER OF PERSONS SERVED

This table displays the number of households assisted at each income level who received housing assistance during the program year. The numbers reported for Actual are populated by the system based on accomplishments reported at the activity level in IDIS.

| Number of Persons Served | CDBG Actual | Home Actual |
|---|---|---|
| Extremely Low-income | 469 | 33 |
| Low-income | 159 | 37 |
| Moderate-income | 799 | 14 |
| Total | | |

## NARRATIVE

| Field<br>***Indicates required field** | Description |
|---|---|
| Narrative | Use this field to provide additional narrative regarding the information provided on this page. |

# CR-25 Homeless and Other Special Needs

Regulation Citation(s): 24 CFR 91.220(d, e), 91.320 (d, e) , 91.420, 91.520(c)

## OVERVIEW

The report must include an evaluation of the jurisdiction's progress in meeting its specific objectives for reducing and ending homelessness through:

- Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs;
- Addressing the emergency shelter and transitional housing needs of homeless persons;
- Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness; facilitating access for homeless individuals and families to affordable housing units; and preventing individuals and families who were recently homeless from becoming homeless again; and
- Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are
  - Likely to become homeless after being discharged from publicly funded institutions and systems of care (such as health-care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or
  - Receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs.

As part of the government developing and implementing a homeless discharge coordination policy, ESG homeless prevention funds may be used to assist very low-income individuals and families at risk of becoming homeless after being released from publicly funded institutions such as health care facilities, foster care or other youth facilities, or corrections institutions or programs. Explain how your government is implementing a homeless discharge coordination policy, and how ESG homeless prevention funds are being used in this effort.

## DATA ENTRY: NARRATIVE

| Field<br>***Indicates required field** | **Description** |
|---|---|
| Evaluate the jurisdiction's progress in meeting its specific objectives for reducing and ending homelessness through: | |
| Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs | Highlight key accomplishments, milestones, and benchmarks. Also, identify any barriers that may have a negative impact on progress. Cite specific examples. Based on this, explain any adjustments and improvements that will be made to more effectively carry out the strategies. |
| Addressing the emergency shelter and transitional housing needs of homeless persons | Highlight key accomplishments, milestones, and benchmarks. Also, identify any barriers that may have a negative impact on progress. Cite specific examples. Based on this, explain any adjustments and improvements that will be made to more effectively carry out the strategies. |
| Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again | Highlight key accomplishments, milestones, and benchmarks. Also, identify any barriers that may have a negative impact on progress. Cite specific examples. Based on this, explain any adjustments and improvements that will be made to more effectively carry out the strategies. |
| Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: likely to become homeless after being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); and, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs. | Highlight key accomplishments, milestones, and benchmarks. Also, identify any barriers that may have a negative impact on progress. Cite specific examples. Based on this, explain any adjustments and improvements that will be made to more effectively carry out the strategies.<br><br>Discuss progress made in terms of coordinating discharge policies that result in a decrease of homelessness. |

## CR-30 Public Housing

Regulation Citation(s): 24 CFR 91.220(h), 91.320(j), 91.420

### OVERVIEW

Describe actions taken in the program year to carry out the public housing strategy described in the Strategic Plan on SP-50 Public Housing Accessibility and Involvement and the Action Plan on AP-60 Public Housing, including:

- Actions taken to address the needs of public housing;
- Actions taken to encourage public housing residents to become more involved in management and participate in homeownership; and
- If applicable, actions taken to provide assistance to troubled PHAs.

### DATA ENTRY: NARRATIVE

| **Field**<br>***Indicates required field** | **Description** |
|---|---|
| Actions taken to address the needs of public housing | Summarize actions taken during the program year and progress made toward specific public housing goals, if any, set forth in the Strategic Plan and Action Plan. |
| Actions taken to encourage public housing residents to become more involved in management and participate in homeownership | Summarize actions taken during the program year. Provide explanation for actions proposed in the plan but not taken during the program. Explain how future actions will change based on the results of the current year. |
| Actions taken to provide assistance to troubled PHAs | Summarize actions taken during the program year. Provide explanation for actions proposed in the plan but not taken during the program. Indicate if the housing agency has removed the 'troubled' designation. |

## CR-35 Other Actions

Regulation Citation(s): 24 CFR 91.220(j, k), 91.320 (i, j), 91.420, 91.520(a)

### OVERVIEW

The annual report must include a summary of progress made on the "Other Actions" described in the Strategic Plan and Action Plan, including:

- Barriers to Affordable Housing (SP-55 and AP-75);
- Obstacles to meeting underserved needs (AP-85);
- Lead-based Paint Hazards (SP-65 and AP-85);
- Anti-Poverty Strategy (SP-70 and AP-85);
- Institutional structure (SP-40 and AP-85); and
- Enhance coordination (PR-15 and AP-85).

In addition, this section collects information on the jurisdiction's actions to address impediments to fair housing choice, per 24 CFR 91.520(a).

### DATA ENTRY: NARRATIVE

| **Field**<br>***Indicates required field** | **Description** |
|---|---|
| Actions taken to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment. 91.220 (j); 91.320 (i) | Summarize specific actions taken during the program year to address regulatory barriers to affordable housing. Provide explanation for actions proposed in the plan but not taken during the program. Explain how future actions will change based on the results of the current year. |
| Actions taken to address obstacles to meeting underserved needs. 91.220(k); 91.320(j) | Summarize specific actions taken during the program year. Provide explanation for actions proposed in the plan but not taken during the program. Explain how future actions will change based on the results of the current year. |
| Actions taken to reduce lead-based paint hazards. 91.220(k); 91.320(j) | Indicate how many homes were made 'lead-free' in the course of the program year. Summarize specific actions taken during the program year. Provide explanation for actions proposed in the plan but not taken during the program. Explain how future actions will change based on the results of the current year. |

| | |
|---|---|
| Actions taken to reduce the number of poverty-level families. 91.220(k); 91.320(j) | To the extent the information is available, estimate the number of families removed from poverty. Summarize the number of Section 3 residents and businesses assisted during the program year.<br>Provide explanation for actions proposed in the plan but not taken during the program. Explain how future actions will change based on the results of the current year. |
| Actions taken to develop institutional structure. 91.220(k); 91.320(j) | Summarize specific actions taken during the program year. Provide explanation for actions proposed in the plan but not taken during the program. Explain how future actions will change based on the results of the current year. |
| Actions taken to enhance coordination between public and private housing and social service agencies. 91.220(k); 91.320(j) | Summarize specific actions taken during the program year. Provide explanation for actions proposed in the plan but not taken during the program. Explain how future actions will change based on the results of the current year. |
| Identify actions taken to overcome the effects of any impediments identified in the jurisdiction's analysis of impediments to fair housing choice. 91.520(a) | Actions taken to affirmatively further fair housing, including actions taken regarding completion of an analysis of impediments to fair housing choice, a summary of impediments identified in the analysis, and actions taken to overcome the effects of impediments identified through the analysis. |

## CR-40 Monitoring

Regulation Citation(s): 24 CFR 91.230, 91.330, 91.430

### OVERVIEW

The performance report must describe the standards and procedures that the jurisdiction has used to monitor activities carried out in furtherance of the plan and to ensure long-term compliance with requirements of the programs involved, including minority business outreach and the comprehensive planning requirements.

### DATA ENTRY: NARRATIVE

| **Field**<br>***Indicates required field** | **Description** |
|---|---|
| Description of the standards and procedures used to monitor activities carried out in furtherance of the plan and used to ensure long-term compliance with requirements of the programs involved, including minority business outreach and the comprehensive planning requirements. | Provide a short summary of monitoring efforts in general. A more detailed narrative will be required for HOME monitoring results on CR-50 HOME. |
| Description of the efforts to provide citizens with reasonable notice and an opportunity to comment on performance reports. | Provide a short summary of public participation efforts regarding the CAPER. Highlight any efforts to encourage participation from low- and moderate-income persons and residents of targeted areas. |

# CR-45 CDBG (CDBG grantees only)

Regulation Citation(s): 24 CFR 91.520(d)

## OVERVIEW

For CDBG grantees, the performance report must describe any changes in its program objectives and the rationale for making the changes. The report should also indicate how the jurisdiction will change its programs as a result of its experiences. When conducting this self-assessment, consider the following questions:

- Are the activities and strategies making an impact on identified needs?
- What indicators would best describe the results?
- What barriers may have a negative impact on fulfilling the strategies and the overall vision?
- What is the status of grant programs?
- Are any activities or types of activities falling behind schedule?
- Are grant disbursements timely?
- Are major goals on target?

## DATA ENTRY: NARRATIVE

| **Field**<br>***Indicates required field** | **Description** |
|---|---|
| Specify the nature of, and reasons for, any changes in the jurisdiction's program objectives and indications of how the jurisdiction would change its programs as a result of its experiences. | Explain any adjustments and improvements that will be made to more effectively carry out the strategies. Identify any barriers and specific issues that may have a negative impact on progress as rationale for making changes. Changes to program objectives may also be based on the changing economic condition and market in which the grantee operates. |
| Does this jurisdiction have any open Brownfields Economic Development Initiative (BEDI) grants? | Yes or No. |
| Describe accomplishments and program outcomes during the last year. | If you answer yes to the BEDI question above, describe the progress made in the given program year. |

# CR-50 HOME (HOME grantees only)

Regulation Citation(s): 24 CFR 91.520(e)

## OVERVIEW

For HOME participating jurisdictions, the report must include the following:

- results of on-site inspections of affordable rental housing for program compliance;
- an assessment of the jurisdiction's affirmative marketing actions; and
- an assessment of the jurisdiction's outreach to minority-owned and women-owned businesses.

## DATA ENTRY: NARRATIVE

| **Field**<br>***Indicates required field** | **Description** |
|---|---|
| Include the results of on-site inspections of affordable rental housing assisted under the program to determine compliance with housing codes and other applicable regulations.<br>Please list those projects that should have been inspected on-site this program year based upon the schedule in §92.504(d). Indicate which of these were inspected and a summary of issues that were detected during the inspection. For those that were not inspected, please indicate the reason and how you will remedy the situation. | List all housing developments that received on-site inspections during the program year. List any developments that missed a scheduled inspection. Indicate any issues discovered during monitoring visits and the follow up actions taken by the jurisdiction. |
| Provide an assessment of the jurisdiction's affirmative marketing actions for HOME units. 92.351(b) | Summarize the effectiveness of the jurisdiction's affirmative marketing actions. Explain how future actions will change based on the results of the current year. |
| Data on the amount and use of program income for projects, including the number of projects and owner and tenant characteristics. | Summarize the amount of HOME program income received and used. Also include a summary of projects funded and the characteristics of the beneficiaries. |
| Describe other actions taken to foster and maintain affordable housing. 91.220(k)<br>STATES ONLY: Including the coordination of LIHTC with the development of affordable housing. 91.320(j) | Indicate if the jurisdiction took action to preserve the affordability of existing rental housing.<br>State grantees must describe the coordination of programs funded through the Consolidated Plan with developments funded with LIHTC. |

# CR-55 HOPWA (HOPWA grantees only)

Regulation Citation(s): 24 CFR 91.520(f)

## OVERVIEW

For HOPWA grantees, the performance report must include the number of individuals assisted and the types of assistance provided.

## DATA ENTRY: HOPWA NUMBER OF HOUSEHOLDS SERVED

This table lists the one-year goals and actual number of households receiving HOPWA assistance for each eligible type of housing assistance. The One-Year Goal field is system-generated based on the information from the Action Plan. The Actual numbers must be provided by the user. The numbers reports for Actual should be consistent with the accomplishments reported at the activity level in IDIS.

| Number of Households Served Through: | One-Year Goal | Actual |
|---|---|---|
| Short-term rent, mortgage, and utility assistance to prevent homelessness of the individual or family | | |
| Tenant-based rental assistance | | |
| Units provided in permanent housing facilities developed, leased, or operated with HOPWA funds | | |
| Units provided in transitional short-term housing facilities developed, leased, or operated with HOPWA funds | | |
| Total | | |

## DATA ENTRY: NARRATIVE

| **Field**<br>***Indicates required field** | **Description** |
|---|---|
| Discussion | Use the Discussion field to evaluate the performance of the HOPWA-funded programs. Based on this self-evaluation, explain any adjustments and improvements that will be made to more effectively carry out the strategies. |

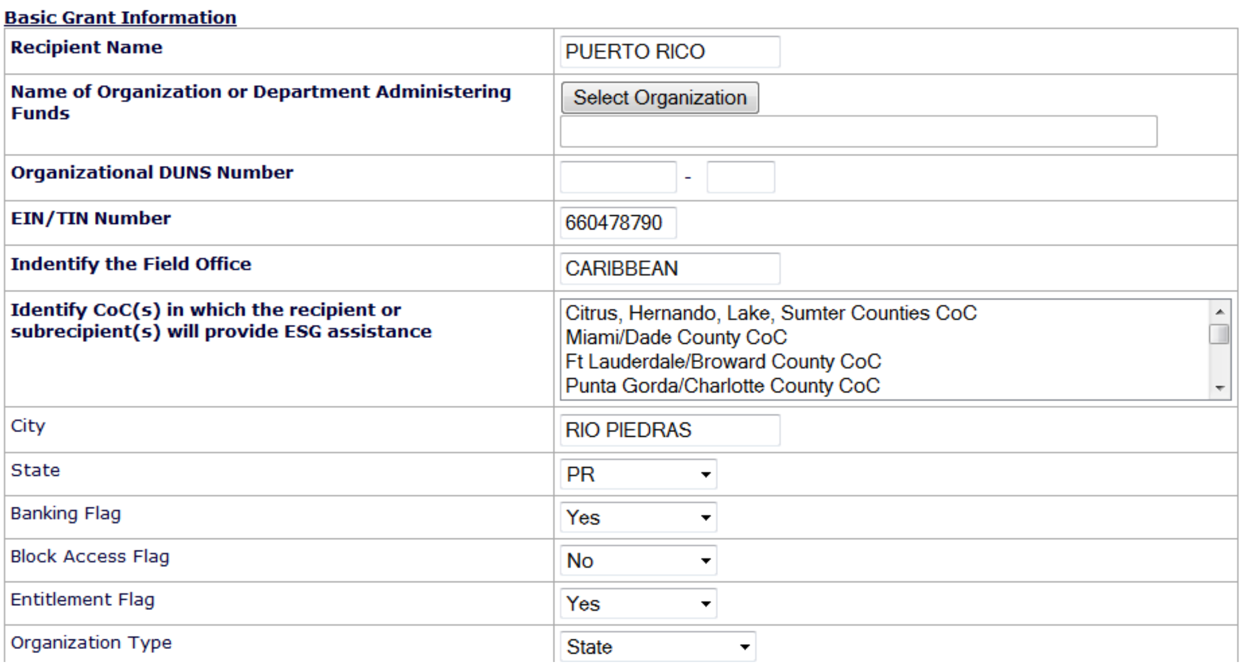
# CR-60 ESG (ESG recipients only)

Regulation Citation(s): 24 CFR 91.520(g)

## OVERVIEW

Complete the ESG Recipient Information table and a separate Subrecipient form for each subrecipient receiving ESG funds in the program year. Click the <Add Another> button to add a subrecipient form.

## ESG RECIPIENT INFORMATION



**Basic Grant Information**

| | |
|---|---|
| **Recipient Name** | PUERTO RICO |
| **Name of Organization or Department Administering Funds** | Select Organization |
| **Organizational DUNS Number** | - |
| **EIN/TIN Number** | 660478790 |
| **Indentify the Field Office** | CARIBBEAN |
| **Identify CoC(s) in which the recipient or subrecipient(s) will provide ESG assistance** | Citrus, Hernando, Lake, Sumter Counties CoC<br>Miami/Dade County CoC<br>Ft Lauderdale/Broward County CoC<br>Punta Gorda/Charlotte County CoC |
| City | RIO PIEDRAS |
| State | PR |
| Banking Flag | Yes |
| Block Access Flag | No |
| Entitlement Flag | Yes |
| Organization Type | State |

| Field<br>**Indicates required field* | Description |
|---|---|
| Recipient Name | Read-only. |
| Name of Organization or Department Administering Funds | Self-Explanatory. |
| Organizational DUNS Number | Self-Explanatory. |
| EIN/TIN Number | Read-only. |
| Identify the Field Office | Self-Explanatory. |

| | |
|---|---|
| Identify CoC(s) in which the recipient or subrecipient(s) will provide ESG assistance | Self-Explanatory. To select more than one CoC, hold down the Ctrl key on your keyboard. |
| City and State | Self-Explanatory. |
| Banking Flag | Yes or No. |
| Block Access Flag | Yes or No. |
| Entitlement Flag | Yes or No. |
| Organization Type | Select one from the following options:<br>• HUD<br>• Local Government<br>• State<br>• State Agency<br>• Insular Area<br>• Other |
| ESG Contact Name and Address | Self-Explanatory. |
| ESG Secondary Contact | Self-Explanatory. |
| Reporting Period<br>Program Year Start Date<br>Program Year End Date | Read-only. |

## 3A. SUBRECIPIENT FORM

| **Field**<br>***Indicates required field** | **Description** |
|---|---|
| Subrecipient or Contractor Name | Read-only. |
| City, State, and Zip Code | Self-Explanatory. |
| DUNS Number | Self-Explanatory. |
| Is subrecipient a VAWA-DV provider | Answer Yes if the subrecipient is a victim service provider as defined in the ESG Interim Rule: "a private nonprofit organization whose primary mission is to provide services to victims of domestic violence, dating violence, sexual assault, or stalking. This term includes rape crisis centers, battered women's shelters, domestic violence transitional housing programs,<br>and other programs." |
| Subrecipient Organization Type | Select One:<br>• Faith-based Organization<br>• Other Nonprofit Organization<br>• Unit of Government |

| | |
|---|---|
| ESG Subgrant or Contract Award Amount | Enter the amount of the contract/award for the given program year. |

# CR-65 ESG Persons Assisted (ESG recipients only)

Regulation Citation(s): 24 CFR 91.520(g)

## OVERVIEW

ESG recipients will use this page to report information about persons assisted with ESG funds. The screen contains the following sections:

- Homelessness Prevention Activities
- Rapid Re-Housing Activities
- Shelter Activities (Emergency and Transitional)
- Total for all persons served with ESG
- Gender
- Age
- Special Populations Served

## DATA ENTRY: HOUSEHOLD INFORMATION

Complete the following table for ‘homelessness prevention,’ ‘rapid re-housing,’ ‘shelter,’ and ‘Total for all persons served with ESG (Unduplicated, if possible)’. Jurisdictions should use HMIS data, to the extent it is available, along with other data sources as needed, to populate these tables.

| Number of Persons in Households | Total |
|---|---|
| Adults | |
| Children | |
| Don't Know/Refused | |
| Missing Information | |
| **Total** | 0 |

## DATA ENTRY: GENDER INFORMATION

Complete the following table for all persons served with ESG during the program year. Jurisdictions should use HMIS data, to the extent it is available, along with other data sources as needed, to populate these tables.

| | Total |
|---|---|
| Male | |
| Female | |
| Transgendered | |
| Unknown | |
| **Total** | 0 |

## DATA ENTRY: AGE INFORMATION

Complete the following table for all persons served with ESG during the program year. Jurisdictions should use HMIS data, to the extent it is available, along with other data sources as needed, to populate these tables.

| Number of Persons in Households | Total |
|---|---|
| Under 18 | |
| 18-24 | |
| Over 24 | |
| Don't Know/Refused | |
| Missing Information | |
| **Total** | 0 |

## DATA ENTRY: SPECIAL POPULATIONS SERVED

Complete the following table for all persons served with ESG during the program year. Jurisdictions should use HMIS data, to the extent it is available, along with other data sources as needed, to populate these tables.

| Subpopulation | Total | Total Persons Served - Prevention | Total Persons Served - RRH | Total Persons Served in Emergency Shelters |
|---|---|---|---|---|
| Veterans | | | | |
| Victims of Domestic Violence | | | | |
| Elderly | | | | |
| HIV/AIDS | | | | |
| Chronically Homeless | | | | |
| **Persons with Disabilities:** | | | | |
| Severely Mentally Ill | | | | |
| Chronic Substance Abuse | | | | |
| Other Disability | | | | |
| Total (Unduplicated if possible) | | | | |

# CR-70 ESG Assistance Provided (ESG recipients only)

Regulation Citation(s): 24 CFR 91.520(g)

## OVERVIEW

ESG recipients will use this page to report on the shelter utilization rates. Jurisdictions should use local data sources to populate these tables.

For "Total number of bed-nights available": The recipient should enter the total number of slots (beds) that are available in a year. For example, if they are all year-round beds, it would be 365 times the number of emergency shelter beds; if some are seasonal as well (e.g., only winter) then they would add in the number of nights each bed is available.

For "Total number of bed-nights provided": The recipient should enter the number of beds that were filled each night.

Note: recipients should count all emergency shelter beds, whether or not they are ESG-funded.

## DATA ENTRY: SHELTER UTILIZATION

**10. Shelter Utilization**

| | Number of units |
|---|---|
| Number of Beds - Rehabbed | |
| Number of Beds - Conversion | |
| Total Number of bed-nights available | |
| Total Number of bed-nights provided | |
| Capacity Utilization | 0 |

| **Field**<br>***Indicates required field** | **Description** |
|---|---|
| Number of Beds – Rehabbed | Populate based on recipient and subrecipient records. |
| Number of Beds – Conversion | Populate based on recipient and subrecipient records. |
| Total Number of bed-nights available | Populate based on recipient and subrecipient records. |
| Total Number of bed-nights provided | Populate based on recipient and subrecipient records. |
| Capacity Utilization | Read-only. Calculated by system. |

# CR-75 ESG Expenditures (ESG recipients only)

Regulation Citation(s): 24 CFR 91.520(g)

## OVERVIEW

ESG recipients will use this page to report ESG expenditures on each ESG component, as well as match sources. Each table will display the last three fiscal years. Jurisdictions do need to provide data for all three years, when there is a space to do so. Jurisdictions should use data from local financial and accounting systems to complete these tables.

## 11A. ESG EXPENDITURES FOR HOMELESS PREVENTION

**11a. ESG Expenditures for Homelessness Prevention**

| | Dollar Amount of Expenditures in Program Year | | |
|---|---|---|---|
| | **FY 2009** | **FY 2010** | **FY 2011** |
| **Expenditures for Rental Assistance** | | | |
| **Expenditures for Housing Relocation and Stabilization Services - Financial Assistance** | | | |
| | | | |
| **Expenditures for Housing Relocation & Stabilization Services - Services** | | | |
| **Expenditures for Homelessness Prevention under Emergency Shelter Grants Program** | | | |
| **Subtotal Homelessness Prevention** | 0.00 | 0.00 | 0.00 |

## 11B. ESG EXPENDITURES FOR RAPID RE-HOUSING

**11b. ESG Expenditures for Rapid Re-Housing**

| | Dollar Amount of Expenditures in Program Year | | |
|---|---|---|---|
| | **FY 2009** | **FY 2010** | **FY 2011** |
| **Expenditures for Rental Assistance** | | | |
| **Expenditures for Housing Relocation and Stabilization Services - Financial Assistance** | | | |
| | | | |
| **Expenditures for Housing Relocation & Stabilization Services - Services** | | | |
| **Expenditures for Homelessness Prevention under Emergency Shelter Grants Program** | | | |
| **Subtotal Homelessness Prevention** | | | 0.00 |

## 11C. ESG EXPENDITURES FOR EMERGENCY SHELTER

**11c. ESG Expenditures for Emergency Shelter**

| | Dollar Amount of Expenditures in Program Year | | |
|---|---|---|---|
| | FY 2009 | FY 2010 | FY 2011 |
| Essential Services | | | |
| Operations | | | |
| Renovation | | | |
| Major Rehab | | | |
| Conversion | | | |
| Subtotal | | 0.00 | 0.00 |

## 11D. OTHER GRANT EXPENDITURES

**11d. Other Grant Expenditures**

| | Dollar Amount of Expenditures in Program Year | | |
|---|---|---|---|
| | FY 2009 | FY 2010 | FY 2011 |
| Street Outreach | | | |
| HMIS | | | |
| Administration | | | |

## 11E. TOTAL AMOUNT OF FUNDS EXPENDED ON ESG ACTIVITIES

**11e. Total ESG Grant Funds**

| Total ESG Funds Expended | FY 2009 | FY 2010 | FY 2011 |
|---|---|---|---|
| 0.00 | 0.00 | 0.00 | 0.00 |

## 11F. MATCH SOURCE

**11f. Match Source**

| | FY 2009 | FY 2010 | FY 2011 |
|---|---|---|---|
| **Other Non-ESG HUD Funds** | | | |
| **Other Federal Funds** | | | |
| **State Government** | | | |
| **Local Government** | | | |
| **Private Funds** | | | |
| **Other** | | | |
| **Fees** | | | |
| **Program Income** | | | |
| **Total Match Amount** | 0.00 | 0.00 | 0.00 |

## 11G. TOTAL

**11g. Total**

| Total Amount of Funds Expended on ESG Activities | FY 2009 | FY 2010 | FY 2011 |
|---|---|---|---|
| **0.00** | 0.00 | 0.00 | 0.00 |

# SUBMITTING A CAPER

This performance report shall be submitted to HUD within 90 days after the close of the jurisdiction's program year. Before submitting performance reports to the HUD Field Office for review, the jurisdiction must make the report available to the public for examination and comment for a period of at least 15 days. To create a copy of the report for public review, use the <Download as Word Document> or <Download as PDF Document> buttons at the top of the menu screen.

Before submitting the report to HUD, jurisdictions are encouraged to reconcile the information in the narratives with the accomplishment and expenditure information within the other sections of IDIS and IDIS reports.

To submit the report, return to the Administration screen and update the status of the plan from "Open in Progress" to "Submitted for Review." Once it has been submitted, the jurisdiction will no longer be able to edit the information in the template.

The HUD Field Office staff person designated as the HUD Field Office Acceptor will receive an e-mail that the jurisdiction has updated the performance report's status. The Field Office Acceptor will review the performance report and approve or reject it. If rejected, the report's status will update to "Reviewed and Awaiting Modifications." This will allow the jurisdiction to make necessary changes and revisions to report and submit it once again. If approved, Field Office Acceptor updates to "Reviewed and Approved" and the information in the template will remain read-only.